



# **Southport Model Engineering Club**

## **General Data Protection Regulation**

### **(GDPR) Policy**

#### **Introduction**

Firstly, since Southport Model Engineering Club (abbreviated in this document to SMEC) only collect and process data for recreational reasons (as a hobby) we do not have to register under the 2018 GDPR (General Data Protection Regulation). Having said that we are still required to adhere to the general principles of the DPA (Data Protection Act).

SMEC take privacy of any personal data we hold very seriously and the Membership Secretary has been nominated by the committee to be responsible for the collection, retention and distribution of any personal data we hold.

SMEC will only collect the minimal amount of personal data that we require as a club as a condition of your membership in order to allow the club to provide services to you.

#### **Why we collect your Personal Data.**

As a club your personal information is required so we can contact you for a number of issues which include, but are not limited to ...

- Maintaining a record for Health and Safety issues
- Record for Insurance compliance
- AGM notices
- Forthcoming Events and dates
- Newsletter distribution
- Advising of subscription renewals
- Issuing of annual membership receipts and stickers
- Maintain a record of Boiler Tests
- Maintain a record of Driver Training
- Maintain a list of Key Holders

We will only collect information which is relevant to provide club services. SMEC will not share any personal information we hold with non-members or other organisations without your consent.

**Personal data retention and deletion.**

SMEC will only hold information whilst a person is a member of the club, or for a limited period after cessation of membership.

Any member who...

- terminates their membership
- fails to renew membership within 3 months of the membership renewal date

will receive no further information from the club and will have their personal data frozen.

All data will be retained for a period of 3 years to ensure we can contact ex-members in discharging any of our legal duties.

Boiler Test records will be kept as long as practical.

**Protecting your personal data.**

SMEC will take due care in protecting your data using currently available digital technology and ensure the master data is held on a PC using current computer security updates from their service provider.

Read only copies of the full data will only be available to committee members to allow the various services of the club to be undertaken.

Whilst we endeavour to promote communications between club members a reduced paper information list will be available on the club notice board with members phone numbers and email addresses.

**‘Day Member’ Data.**

Where a participating visitor (not a general visitor) cannot provide evidence of public liability insurance the club may offer the visitor ‘Day Membership’ thereby provide public liability cover under the SMEC insurance policy.

In order to provide this cover the participating visitor will be signed in as a ‘Day Member’ and may be asked to provide his/her name, address, signature, home club, eMail address or other information as required on the ‘sign in’ form. This information is only for club records and would only be passed onto the insurance company and/or other statutory body(ies) if there was an incident.

Anybody declining to become a ‘Day Member’ will not be allowed to enter the restricted operational area of the site.

The data will only be stored, in a secure place, in paper form for a period of 12 months after issue.