



South Coast Model Railway Club Ltd

Company Number 8867636

General Data Protection Regulation 2018 Policy

1. Introduction

The South Coast Model Railway Club Ltd. (SCMRC) will comply with the requirements of the General Data Protection Regulation 2018. This Policy sets out how that will be achieved and who within the organisation will be responsible for ensuring compliance.

2. Definitions

Member(s)' means a member of the SCMRC as defined within the Memorandum of Association.

3. Type of data collected

The SCMRC will collect the following data for each Individual member:-

- Name of individual
- Postal address
- e-mail address
- Telephone number
- Details of gauge interests within the railway modelling hobby

4. Storage of data

The following data is held on Computer for each Member:-

- Name of individual
- Postal address
- e-mail address
- Telephone number
- Gauge interests
- Subscription payment records
- Date of joining as a Member

5. Use of data

The SCMRC uses the collected data to administer the organisation and the e-mail addresses of the Member are used to circulate SCMRC Company notices.

The SCMRC's method of contact is by e-mail.

6. Sharing data outside of the SCMRC.

The SCMRC does not share data with any individual or organisation outside of the SCMRC.

7. Sharing data within the SCMRC.

A membership list listing all Members and the contact details of the Member is made available to all Members in PDF form. This is produced at half yearly intervals on 1st May and 1st November and displayed on the password protected Membership section of the SCMRC website.

8. Deletion of Data

All data in respect of a member will be deleted when the Member resigns by giving notice to the Secretary, or their membership is terminated under the provisions of Clause 22 of the Memorandum of Association.

The SCMRC will use best endeavours to ensure data is removed from all e-mail lists, and all other live records held by the SCMRC within 4 weeks of the receipt of the resignation, or the date of the final decision to terminate membership. It will be removed from the published membership list at the next publication date.

9. Members choice of use of Data

Every Member has the right to instruct the SCMRC on how their personal data is used.

On joining, each Member will be sent a form (Appendix A) detailing the data held on live registers and will have the opportunity to instruct that their personal data be deleted for all uses but those involved with the administration of their membership, or to place certain restrictions on its use.

On joining the Member also has the opportunity to use this form to opt in to participating in Members e-mail groups associated with the SCMRC. Members will not be included in these groups unless they have opted in.

This form is also available on the Members area of the SCMRC website and they may change the permission at any time.

10. Ensuring Data Accuracy

It is the responsibility of the Member to ensure that they advise the Membership Secretary promptly of any changes to the data held by the SCMRC.

11. Data Controller

The Secretary is the Data Controller and holds the responsibility for ensuring that this policy is complied with.

The membership records are maintained by the Secretary who is in the first instance the point of contact.



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Use of data consent form.

The South Coast Model Railway Club Ltd. (SCMRC) holds live data on all Members. Whilst this is used for the administration of your membership, it can also be used to send you other information which we feel may be of interest to you.

In all cases our method of contact is by e-mail to your registered e-mail address.

You have the right to determine how personal data is used by SCMRC, and you can do this by completing this form.

On completion, please return the signed form to **the Secretary**.

Listing on Membership Register available to all Members.

Note:- This information is **not** shared with any organisation or individual outside the SCMRC.

Please tick all information that you are content to have included in the published register.

Name	
Postal Address	
Telephone	
e-mail address	

Receiving of Information

Please tick all boxes relevant to those who are happy to receive information from the SCMRC by e-mail.

SCMRC organised events	
Events organised by other model railway organisations	
Items of railway or modelling interest	

Participation in E-mail Groups

All members belong to the Directors e-mail group which can be used only by the Directors to distribute club notices. Note: Replies to this group are not monitored and individual Members' e-mail addresses cannot be identified by the group recipients.

Other groups are maintained to promote communication between members.

Please tick all boxes for those SCMRC groups that you wish to participate in.

Rails-Chat	
SCMRC	

Signed _____ Date _____

Name (print) _____