

Beckenham & West Wickham Model Railway Club Privacy Statement Re General Data Protection Regulation May 2018.

1. Introduction

Beckenham & West Wickham Model Railway Club (B&WWMRC) will comply with the requirements of the General Data Protection Regulation May 2018. This Policy sets out how that will be achieved and who within the organisation will be responsible for ensuring compliance. This policy is applicable to all members of the B&WWMRC.

2. Definitions

- 'Member(s)' means all classes of membership including any honorary or similar that does not include the payment of membership eg invited such as a President.
- 'Officer' means those elected at the AGM, or subsequently co-opted, to the Committee.

3. Type of data collected:

On Enquiring:

This is commonly done by email and so one's email address will be captured for the purpose of reply to an enquiry.

In the case of a Member the following is collected.

On joining: Name, postal and e-mail address and telephone number and Next of Kin details are optionally requested eg telephone or email.

4. Storage of data

The following data is held on Computer:

All items listed in Section 3 above. This will be the master list.

On Paper:

All items listed in Section 3 above.

5. Use of data

The B&WWMRC uses the collected data to administer the organisation.

6. Sharing data outside of the B&WWMRC.

The B&WWMRC does not share data with other organisations except for administration purposes eg when a point of contact is required by our insurance provider or railway related association we are a member of. The exception is if we are required to by Law.

7. Sharing data within the B&WWMRC.

A membership list listing all Members is circulated to those Officers as required as a PDF eg Secretary, and Exhibition Manager. Extracts may be shared with individual Committee Members on a case by case bases.

8. Deletion of Data

Annual Membership fee is payable by the 31st March. If a Member does not pay within one month they will no longer appear on the membership list and other Officers will be informed. Likewise if a Member resigns (by giving notice to the Membership Secretary) dies or leaves the Club in any other way. All practical steps will be taken to remove them from email lists. Next of Kin details will be removed. Data however will be retained for the accounts for seven years and after that as limited as possible but meaningful to aid in the historical records of the Club.

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 B&WWMRC.

B&WWMRC will, as part of the membership renewal process, undertake a full check of postal and email addresses and telephone numbers of all Members against the completed Renewal Form.

11. Data Controller

The Secretary is the Data Controller and holds the responsibility for ensuring that this policy is complied with. They can be contacted via e-mail address bwwmrc@me.com.

The membership records are maintained by the Membership Secretary and in the first instance they should be contacted via bwwmrc@me.com.