



Waterside Model Club

Privacy Notice

In accordance with the General Data Protection Regulation, (GDPR)

Doc. No.4 - November 2019

1. Introduction

The Waterside Model Club is committed to protecting your privacy and security. This Notice explains how and why we use your personal data, and to ensure you remain informed and in control of your information.

2. Definitions

“We” and “Us” -The Waterside Model Club, referred to as the “WMC”

“Personal data” - any data which identifies you, or which can be identified as relating to you personally.

For the purposes of data protection law, The WMC will be the data controller and data processor.

3. What Information We Collect

3.1. Personal data you provide

We collect personally identifiable data you provide to us. This includes information you give when: -

- joining as a WMC member (whether online or via paper-based form)
- communicating with us
- you require reimbursement for expenditure made on behalf of the WMC

The data can include -

- Personal details, including your name, email address, postal address, telephone numbers (mobile and landline).
- Financial information under particular circumstances, as follows: - When the WMC itself needs to make payments to other organisations for goods and services, or to reimburse expenditure made on behalf of the WMC. In these cases, bank account information will be stored by our banking providers.

- Note: - Although financial details are collected temporarily for the purposes of receiving membership subscriptions, these details are not retained by the WMC

3.2. Special Category (Sensitive) Data

We do not collect store or process special category data.

4. How we use Information and your Consent

We only ever use your personal data with your consent, or where it is necessary:

- To enter into, or perform, a contract with you;
- for our own lawful, legitimate interests, provided your rights don't override these.
- In any event, we'll only use your information for the purposes it was collected (or else for closely related purposes)
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4.1. Administration

We use personal data for administrative purposes (that is, in order to run and administer the WMC)

This includes -

- Receiving subscriptions
- Meeting our obligations to members, including distribution of WMC information, either online or via paper-based form (unless you specifically ask us not to)
- Fulfilling orders for goods, and services
- Our placing orders for goods and services
- Helping us respect your choices and preferences (for example, if you ask not to receive online information material, we will keep a record of this).

4.2. Promotional Materials and General Consent Form

Occasionally, we will use personal data to-

- communicate with people
- send out online newsletters and information (to members)
- promote the WMC, its activities, achievements and other model related events

This includes keeping you up to date with WMC news, and other model-related information.

We will provide members with a General Consent Form and the option to "opt in" or "opt out" to receiving such promotional information distributed by email.

The General Consent Form is available on the WMC web site or contact details below.

5. Disclosing and Sharing Data

We will never sell your personal data, nor share it with another company or charity for marketing purposes.

Your personal data will be shared amongst the committee members of the WMC, and designated members who undertake specific tasks on our behalf, in order that we can fulfil our legitimate interests, including meeting our obligations to the WMC membership.

We share limited personal data with suppliers who provide us with services:

- A third-party (eUKhost) hosts our web sites service
- BRCA , by affiliation.

Each of these organisations has their own privacy policies.

We will only ever share your data when absolutely necessary and if the privacy and security of your data are guaranteed.

6. How we Protect Data

To protect your personal information, we will take all reasonable precautions to ensure that it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

Personal data collected and used by the WMC will be stored on, or accessed via passworded computers, kept in the homes of members or designated members, and these may be backed-up securely to a local device.

Any memory sticks or paper-based records containing personal data, including historical archive materials, will be kept securely.

7. Storage

7.1. Where we store information

The WMC is based in the UK, with all WMC information kept in the UK homes of members or designated members.

7.2. How long we store information

We will only use and store information for so long as it is required for the purposes it was collected for.

How long information will be stored for depends on the information in question and what it is being used for.

We may also be required to store data for financial audit purposes or to satisfy insurance requirements.

That said, in general terms, we will retain personal data for up to 3 years following its last use, after which it will be deleted – an example of this is the personal data associated with a lapsed membership.

However, if you request that we erase all your personal data, then that will be actioned as soon as possible.

If you ask us not to send you promotional information, we will retain your email address to ensure that we don't send material to that email address again, with a record of your preference not to be emailed.

At the start of each financial year, we will review what personal data we hold and delete what is no longer required.

Note that our historical archives, including Minutes of Meetings will be retained in perpetuity.

8. Control of Your Personal Data

8.1. Your rights

You may exercise the following legal rights regarding your personal data which the WMC collects and uses:-

- The right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold about you;
- The right to have your data erased;
- The right to have inaccurate data corrected
- The right to object to your data being used for any purpose.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

For further information on your rights or if wish to exercise them, please make contact using the details below.

8.2. Complaints

Complaints to the WMC should be directed to following contact email address: -

<https://watersidemodelclub.co.uk>

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK.

Details of how to do this can be found at www.ico.org.uk.

9. Cookies

Cookies are small text files that are placed on your computer hard drive by a website. They contain anonymous data that is unique to your web browser and are used to track your use of the website.

The WMC occasionally makes use of the Google Analytics web service, which evaluates your use of The WMC website and compiles website activity and internet usage reports. No personal data is collected from your computer, and it does not associate your IP address with any other data held by Google.

All major browsers allow you not to accept cookies - you can delete cookies that are already on your device and prevent them from being placed. However, if you do this, you may have to manually adjust some preferences every time you visit The Society's websites, and some features may not work.

By using our websites, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

10. Links to Other Web Sites

Our web sites contain hyperlinks to other web sites. We are not responsible for the content or functionality of any of those external web sites. If an external web site requests personal information from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by this Notice. We suggest you read the privacy policy of any web site before providing any personal information.

11. Changes to this Notice

We'll amend this Notice from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Notice will always be posted on our website.

12. Questions and Contact Information

If you would like further information on your rights regarding your personal data we hold and process, or wish to exercise them, or to raise a complaint, please contact us by email at <https://watersidemodelclub.co.uk>

Secretary: - Updated Logo & formatting November 2019