



Waterside Model Club

Privacy Notice and Data Protection Policy

In accordance with

UK General Data Protection Regulation (UK GDPR) **and Data Protection Act 2018**

Doc. No.4 - March 2026

Privacy Notice

1. Introduction

Waterside Model Club (“WMC”, “we”, “us”) is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains what data we collect, how we use it, and your rights.

WMC is the data controller for the purposes of UK data protection law.

Contact details:

Club Secretary (Data Protection Contact)

Email: secretary@watersidemodelclub.co.uk

Website: <https://watersidemodelclub.co.uk>

2. What Personal Data We Collect

We may collect and process the following personal data:

- Name, address, email address and telephone numbers
- Membership information
- Communications with us



- Financial information (only where necessary for payments or reimbursements – this is not retained by WMC where processed by banking providers)

We do not collect or process special category (sensitive) data.

3. How We Use Your Data (Lawful Basis)

We process your personal data under the following lawful bases:

- Contract – to administer your membership and provide club services
- Legitimate Interests – to run and manage the club effectively
- Consent – for sending newsletters, updates, and promotional communications

We will only use your data for the purposes for which it was collected or closely related purposes.

4. How We Use Your Data

We use your personal data to:

- Administer membership and subscriptions
- Communicate with members
- Organise events and activities
- Maintain records and accounts
- Send newsletters and updates (where you have consented)

You may withdraw consent for communications at any time.



5. Sharing Your Data

We do not sell your personal data.

We may share your data with:

- Committee members and authorised club volunteers
- Service providers (e.g. website hosting providers such as eUKhost)
- Affiliated organisations (e.g. BRCA, where required)
- Cloud service providers (including Google Cloud)

We ensure appropriate data processing agreements are in place with all third-party providers.

6. International Transfers

Some service providers may process data outside the UK.

Where this occurs, appropriate safeguards are in place, such as UK adequacy regulations or standard contractual clauses.

7. How We Store and Protect Your Data

Personal data may be stored on password-protected computers, secure cloud services, private cloud backup, email systems, and limited paper records.

We implement appropriate technical and organisational measures including access controls, password protection, and secure storage systems.

8. Data Retention

Membership data is retained for up to 3 years after membership ends. Some records may be kept longer where required.



9. Your Rights

You have rights including access, correction, erasure, restriction, objection, and data portability.

10. Complaints

You may complain to the ICO (www.ico.org.uk).

11. Cookies

We use cookies with your consent via a cookie banner.

12. Changes

This notice may be updated.

13. Contact

Secretary

Waterside Model Club

Email: secretary@watersidemodelclub.co.uk



Data Protection Policy

1. Purpose

This policy ensures compliance with UK GDPR.

2. Principles

We follow all data protection principles including lawfulness, minimisation, and security.

3. Responsibilities

The Secretary is Data Protection Lead. All members handling data must keep it secure.

4. Data Use

Data must only be used for legitimate purposes.

5. Storage and Security

Data is stored securely using password protection and cloud systems.

6. Sharing

Only authorised sharing is permitted.

7. Retention

Data is not kept longer than necessary.



8. Rights

Requests must be handled within one month.

9. Breaches

The Club Secretary will assess breaches and report to the ICO within 72 hours where required.

10. Review

Policy reviewed annually.

Approved: March 2026