



GRIMSBY AND CLEETHORPES MODEL ENGINEERING SOCIETY



FOUNDED 1935

WWW.GCMES.COM

AFFILIATED TO N.A.M.E

Data Privacy Notice

Grimsby and Cleethorpes Model Engineering Society (GCMES) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, GCMES is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Personal data the society holds

You may give the society information about you by filling in forms online, or by corresponding with the society by phone, e-mail or otherwise. This includes information you provide when you join the society. The information you give us may include your name, date of birth, address, e-mail address, and phone numbers.

Other personal data the society may hold.

Date of first joining; date of payment of subscriptions; membership status i.e. officer, committee, full, associate, junior, etc.

Your personal data may also be recorded on the following society documents:-

- Boiler registration records
- Driver training log
- Drivers' register
- Signal box training log
- Signal box register
- Maintenance documents
- HSE documents

The reason the society needs your personal data

Your personal data is required for administrative purposes and management of the society. The society's lawful basis for processing your personal data is the legitimate interest of the society as controller, in managing the society and providing member services, whilst not overriding the rights and freedom of the individual.

We will use your personal data to:

- Communicate with you by electronic means by post or by other means to keep you updated on matters related to the society.

Including the processing of:

- Membership renewals, forms and payments
- Boiler registration
- Training records
- Society insurance
- Exhibition registration
- Club newsletter
- Promoting club activities
- Member services

However, we will not use your data for the legitimate management of the society, if it overrides your right or freedoms.

Updated 23/01/19



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Fund raising and reporting purposes

The society may share anonymised data with a funding partner as a condition of grant funding. The society may also use anonymised data to monitor society trends.

Personal data security

Your personal data may be stored in different locations. Originals, copies, duplicates and backups are appropriately managed, using secure electronically pass worded or encrypted storage devices. Paper files are stored in a secured location.

Personal data shared with other organisations

Personal data of the society's officers, and a list of boiler test records containing the owner's name and boiler identification details, is shared with N.A.M.E. (The Northern Association of Model Engineers). Their own privacy notice and policies in respect of how they use your personal data can be viewed on their web site at. www.nameng.org.uk

Storage outside the EEA (European Economic Area)

Site maintenance records are stored electronically outside the EEA with "fixsoftware." Appropriate safeguards are in place to ensure the security of any personal data.

How long the society holds and updates your personal data

The society's policy is for your personal data to be kept only for as long as we believe necessary in order to efficiently manage the society. Data will then be disposed of in a managed and secure way. HSE and/or legal obligations may require us to retain specific records for a set period of time.

Your personal data will be updated following the annual membership renewal. You may also request rectification of your personal data at any time by notification to the society secretary.

See **Contacting the Society** at the end of this notice.

Your personal data is not processed for any purposes other than those detailed in this policy.

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Your rights regarding your personal data

As a data subject you have the right at any time to request access to rectification or erasure of your personal data, to restrict or object to certain kinds of processing of your personal data, and to the portability of your personal data. You can exercise these rights by contacting the society secretary. See **Contacting the Society** at the end of this notice.

You have the right to lodge a complaint with the Information Commissioner if you are dissatisfied with any aspect of the way that we collect and use your personal information. The Information Commissioner's website can be found at www.ico.org.uk or you can call their helpline on 0303 123 1113.

As a data subject you are not obliged to share your personal data with the society. If you choose not to share your personal data, the society may not be able to register your membership or administer your membership services.

Society web and social media sites

The society has a web site (www.gcmes.com) and social media pages on Facebook and YouTube. All members are free to join these pages. If you join one of the social media pages, please note that providers of the web site and social media platforms have their own privacy policies and that the society does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the society's social media pages, or follow links on the society's web site.

Contacting the society

If you would like any further information about the society's approach to data protection and privacy, to request rectification or to request details about the information we hold, please contact us as follows:

The Secretary GCMES

Mr. D K Smith

11a Little Lane

Louth

Lincs, LN11 9DT

Tel 01507 605901

Mob 07970491567

Email dksp2@talktalk.net

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