

# Tiverton and District Model Engineering Society Ltd

## PRIVACY POLICY

### 1. Our Commitment to your Privacy

TDMES Ltd holds and processes personal data so that we can deliver our objectives as defined by our Articles of Association, namely to promote good fellowship amongst persons having an interest in model engineering and the construction of models of all kinds.

We are committed to gathering and processing personal data with full regard for the General Data Protection Regulations (GDPR), the Privacy and Electronic Communications Regulations (PECR) and to the principles of personal choice and control, transparency, fairness and security. We only collect and process data on lawful grounds to meet the genuine needs of our organisation, and we do so with the highest regard for an individual's rights and freedoms.

We only share information when it is absolutely necessary to meet our organisational needs and legal obligations and only with strict controls and data sharing and processing agreements in place. We will never sell personal data to third parties.

We are committed to keeping the personal details of our members and supporters safe. This Notice explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

For more information about your rights with regards to personal data, please see the Information Commissioner's Office. ([www.ico.org.uk](http://www.ico.org.uk))

If you have any questions about this document or would like to find out about the data we hold about you please contact us at [tivertonmodelengineeringsoc@gmail.com](mailto:tivertonmodelengineeringsoc@gmail.com)

### 2. Why do we collect your personal data?

We use your personal data to keep in touch with you.

We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so. The ICO refers to this as a 'lawful basis'. Further information about why we collect your personal data is outlined below.

#### a) To administer your T&DMES Ltd membership

We collect your personal data to administer your membership, which may involve:

- Sending you your membership welcome pack when you first join us
- Processing your subscription payments
- Sending you your membership renewal letter
- Sending information to you if you are not an email user
- Keeping your personal details up to date

The ICO define the lawful basis for processing your data for these purposes as 'contractual'.

#### **b) To send you information about our activities and ask for your opinion**

We also collect your personal data so that we can send you information about our activities that we feel will be of interest to you. This includes your newsletter, notice of events, our projects, activities going on in your area, This information is in addition to that outlined in section a), and is defined as 'direct marketing' by the ICO.

#### **c) When your membership has ended**

Unless we hear from you directly, we will continue to send you information about our club and activities for up to 12 months after your membership has ended. This is just in case your membership was cancelled accidentally, by for example changing your contact details, and you wish to update your details with us..

#### **d) Opt-in consent**

We use opt-in consent to send you the information listed above by email, post or telephone We respect your right to update the way we get in touch with you at any time.

#### **e) To enable you to contact other members**

We collect your personal data so that we can put members in touch with each other about, for example:

- the current activities of T&DMES Ltd
- changes to planned work programmes that you may be taking part in
- events useful to members e.g. training opportunities, 'thank you' events, informative events.
- Christmas cards, get well cards, etc
- exchange of information about buying opportunities

If you are participating in an activity that is organised by a third party, we sometimes need to share your data with them so that they can check that their legal and organisational requirements are fulfilled. The lawful basis for processing your data in this case would be 'contractual'

### **3. What kind of personal data do we collect? How do we collect it?**

#### **a) Basic information**

We will only collect basic information about you, including your name, postal address, telephone number, and email address

Most of the time, we collect this data from you directly. Sometimes this is in person; other times, it is over the telephone, in writing or through an email.

#### **b) Getting to know you better**

We may also collect information about you that helps us to get to know you better. This may include:

- information about your modelling interests
- your preferences of how you would like us to contact you
- records of events you've attended, or activities that you've been involved in.

Sometimes we will collect other information about you such as your date of birth and gender. When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission.

Other ways in which we collect personal data to get to know you better include:

### **c) Our website**

Our website uses ‘cookies’ to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites.

Our cookies help us:

- Make our website work as you'd expect
- Remember your settings during and between visits
- Improve the speed/security of the site
- Allow you to share pages with social networks like Facebook
- Continuously improve our website for you

### **d) Sensitive personal data**

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about supporters and members.

We may collect sensitive personal data if you have an accident on our site. This information will be retained for legal reasons, for safeguarding purposes and to protect us (including in the event of an insurance or legal claim). If this does occur, we'll take extra care to ensure your privacy rights are protected.

### **e) Children and young people**

In line with data protection law, we will not collect, store or process your personal details if you are under 13 years of age; unless we have the express permission from your parent or guardian to do so.

If we have the permission of your parent or guardian, we will capture your date of birth at the point of joining. This is so that we can administer your membership correctly.

## **4. How do we store your data?**

### **a) Security**

All of the personal data we collect is processed by in the UK. However, for the purposes of IT hosting and maintenance your information may be situated outside of the European Economic Area (EEA). This will be done in accordance with guidance issued by the Information Commissioner's Office.

Electronic data and databases are stored on computer systems and as hard copy and we control who has access to information (using both physical and electronic means). We have a clear Data Protection Policy and associated guidance which personnel are required to follow when handling personal data.

### **c) Photographic and video imaging**

Images of you may be recorded when you visit our site, and at other events we attend. Such images are collected by individuals for their own personal use and we have no control over them. If images of you are posted on our website, you have the right to request their removal.

### **d) Data retention policy**

We will only use and store information for as long as it required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required.

## 5. Your rights

We respect your right to control your data. Your rights include:

### a) The right to be informed

This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please [contact us](#).

### b) The right of access

If you wish to obtain a record of the personal data we hold about you, through a Subject Access Request, we will respond within one month

### c) The right to rectification

If we have captured information about you that is inaccurate or incomplete, we will update it.

### d) The right to erase

You can ask us to remove your personal details from our records.

### e) The right to restrict processing

You can ask us to stop using your personal data.

### f) The right to data portability

You can ask for your personal data from us for your own purposes.

### g) The right to object

You can ask to be excluded from any activity.

For more information on your individual rights, please see the [Information Commissioner's Office](#).

## 6. Making a complaint

T&DMES Ltd want to exceed your expectations in everything we do. However, we know that there may be times when we do not meet our own high standards. When this happens, we want to hear about it, to deal with the situation as quickly as possible and put measures in place to stop it happening again.

We take complaints very seriously and we treat them as an opportunity to improve and strengthen our relationship with our supporters and members. This is why we are always very grateful to hear from people who are willing to take the time to help us improve.

## 7. Leaving our website

We are not responsible for the privacy practices or the content of any other websites linked to our website. If you follow a link from our website to another website you may be supplying information to a third party.

## 8. Get in touch

Should you wish to find out more about the information we hold about you, or about our privacy policy, please contact us: