



# Data Protection Policy Statement

## Introduction

The North Wales Model Engineering Society (NWMES) under the GDPR Regulations takes the privacy of personal data very seriously.

The Secretary of the NWMES is nominated by the Officers and Committee to be responsible for all aspects of Data Protection. It is necessary for the NWMES to collect your data when you apply to be a member of the Association, and to hold this data whilst you are a member in pursuance of our objectives in supporting the hobby.

The Society has a legal basis to collect and store your information due to a contractual agreement when you accept the terms and conditions of membership when applying to join the NWMES as a member, and during your membership of the NWMES.

## Why we collect and retain your personal data.

As a Society, we will collect and store your information so that we can:-

- Send you relevant information, like events and newsletters via email or post
- Send you notices of the Society AGM and Minutes of Meetings
- Issue you a membership receipt valid for your subscription
- Contact you regarding your subscription renewal
- Maintain records of skills, for example a boiler tester
- Liaise with you to organise events such as Rally's and Exhibitions
- Maintain records of any correspondence you have with the Society
- Maintain a list of boiler testing records

We only collect information that is relevant to ensure that we can meet the above stated reasons, you may decline to give your contact information however this may mean that the NWMES cannot contact you in a timely or full manner to provide you the full benefits of being a Society member.

NWMES confirm that we will not share this information with any outside organisation without your further informed consent and clear intention as to what use your information is being used for.

You may decline this consent and there are no consequences for your membership status.

## Data Retention and Deletion

Once you terminate your membership of the Society, we will remove you from our Society mailing lists and no longer contact you with regular correspondence. As a Society member we may retain certain parts of your personal information such as your name, address, telephone number, email address, subscription amounts paid, for a period of 7 years. This is to ensure that we can discharge our legal liability for compliance with HMRC tax and accounting rules.



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Boiler test records will be kept for up to 100 years, however we recognise that boilers change ownership over their lifetime. We will not divulge any details of historical ownership without a further consent.

We will endeavour to keep the records as accurate as possible and take reasonable steps to make sure that the information we hold is correct, however the responsibility for data accuracy lies with the individual society data controllers/owners as we do not re-process your data in any way.

You may request from the NWMES Secretary at any time what information is held by the Society about you. The Society will respond to that request within 1 calendar month as per the GDPR regulations for this process.

The Society will make no charge for dealing with this request, however repeated requests for the same information, or requests that are reasonably seen as a nuisance may optionally be charged for or declined by the Society. In this instance you will be clearly informed of this decision within the 1 month deadline.

## **Protecting your Data.**

The NWMES will take appropriate steps to protect data collected using current digital technology and carry out suitable risk assessments to ensure that your personal data is not disclosed to anyone other than those authorised by the Society in pursuance of the activities listed in this privacy policy.

Where information is stored on paper this will be kept securely. All NWMES Officers and Officials undertake to ensure that they have security arrangements in place to protect data.

This Privacy policy is to be in effect from the date below, and this to be published on the NWMES Web Site.

Mike Brown  
Co-Chairman  
North Wales Model Engineering Society