

DATA PROTECTION

Mickleover Model Railway Group (MMRG) GDPR Policy

1. INTRODUCTION

MMRG will comply with the requirements of the General Data Protection Regulation 2018. This Policy sets out how that will be achieved and who within the organisation will be responsible for ensuring compliance.

This policy is applicable to all Members of MMRG.

2. DEFINITIONS

"Member" means any individual who has registered for membership with MMRG.

3. THE TYPE OF DATA COLLECTED

MMRG may collect the following data:

First Name
Surname
Postal Address
Telephone Number (landline and/or mobile)
Email address

4. STORAGE OF DATA

Member data may be stored in the following locations. This is only accessible to select individuals.

Digitally: In a secure section of the Google Cloud. See Google's Data Protection page.

Digitally: In a secure section of Apple iCloud. See Apple's Data Protection page.

Digitally: On GoDaddy's servers to enable communication via email. See GoDaddy website.

Digitally: An offline backup copy in case of emergencies.

Hard copy: A record of members may be printed and kept in a secure location.

Hard copy: In the case of paper forms, we may keep the forms for reference purposes in a secure location. These will be destroyed if a member leaves MMRG.

5. USE OF DATA

MMRG uses the collected member data to manage the running of the group, as follows:

To enforce MMRG's safeguarding policy for children and vulnerable adults.

Contacting members in order to keep them informed about events or issues that may interest them.

Contacting members in order to distribute newsletters by email.

Contacting members in order to notify them of annual general meetings or extraordinary general meetings.

6. SHARING OF DATA OUTSIDE OF MMRG

Data is only shared with the organisations and services outlined in section 4. MMRG does not share data with any other organisation or any person not part of MMRG without obtaining agreement in each individual case unless we are required to by Law.

7. SHARING OF DATA WITHIN MMRG

Member data will be accessible only to those who are members of the MMRG committee, unless we are required to by Law.

8. DELETION OF DATA

Members may request all or part of their data be deleted at any time. A member may request phone number(s) and or email address(es) to be removed at any time and continue their membership. Correct records of names and addresses are a requirement of membership of MMRG. If any member requests all data to be deleted, it will not be possible for them to remain a member. In such circumstances, their membership will be terminated and they will be required to leave MMRG.

Following this, MMRG will use best endeavours to ensure data is removed from all email lists and all other live records held by MMRG.

10. ENSURING DATA ACCURACY

It is the responsibility of the member to ensure that they advise MMRG promptly of any changes to the data held by MMRG.

11. DATA REQUESTS

If you wish to know what details we hold about you, please contact the MMRG committee either in writing or via the email at committee@mmerg.org.uk

12. LAW

Any reference to Law in this document shall mean the Laws of England and Wales.

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Issued to all members at the time of their membership renewal