

# MARKET DEEPING MODEL RAILWAY CLUB



## MEMBERS' DATA (GDPR) CONSENT FORM

I hereby give my consent to the following:

- My name, email address and phone number to be held on the membership list kept by the Secretary and for this information to be used by the Secretary, Officers, Committee members, Show manger(s), *Sidelines* Editor and Webmaster to keep me informed of all and any activities of the club and other relevant information.
- I also allow the following to be used on the club's:

	Website	Social media	Publicity
Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*(Please tick as appropriate or leave blank if you do not wish your data to be so used)*

I confirm I have read the Club's Data Policy overleaf

Signed ..... DATE .....

Name .....

Email address .....

Phone number .....

Postal address .....

.....

### PLEASE NOTE:

1. NO personal data will be passed to any third parties by any club officer.
2. This form will be stored by the Secretary or designated Data Protection Officer (DPO) in paper form. Its contents will also be stored electronically.
3. Your email address will also be stored electronically in email accounts of current club officers.
4. If you wish to change your data preferences then please advise the Secretary/DPO in writing who will update your details.
5. If you leave the club, the Secretary/DPO as appropriate will securely shred your information and authorise removal of your information from any lists held by the officers of the club and all future web publicity.

**Market Deeping Model Railway Club**  
**General Data Protection Regulation 2018 Policy**

**Introduction**

The Market Deeping Model Railway Club (MDMRC) will comply fully with the requirements of the general Data Protection Act 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 the MDMRC.

**Definitions**

"Members" means all the following classes of membership:-Full & Part Members, Officers, Committee, Life and Honorary members.

**Type of data collected**

The MDMRC will collect the following data for each member:-

First Name, Surname, Postal Address, Telephone Numbers (landline and / or mobile), Email Address.

This data is held on Computer

**Use of Data**

The MDMRC uses the collected data to administer the organisation. In addition, the email addresses of the Members are used to circulate notices of events deemed to be of interest to the members. These circulated notices include events directly involving the MDMRC and events organised by others.

**Sharing Data outside of MDMRC**

The MDMRC does not share data with any person not a member of MDMRC without obtaining agreement in each individual case.

**Deletion of Data**

All data in respect of a member will be deleted when a member resigns or their membership is terminated under the rules of the MDMRC.

The MDMRC will use its best endeavours to ensure data is removed from all email lists, and other live records held by the MDMRC and its members.

**Member choice of use of Data**

On joining, each Member will be asked to provide the data detailed in "Type of Data Collected" above. Each member has the right to withhold any item of data they do not want the MDMRC to hold. Each member has the right to withdraw any data that they do not want to have recorded by MDMRC.

**Ensuring Data Accuracy**

The MDMRC requests that all members complete and submit a written copy of the "Members Data Consent Form" available from the secretary. It is the responsibility of the Member to ensure that they advise the MDMRC secretary promptly of any changes to the data held by the MDMRC.

**Data Controller**

The Market Deeping Model Railway Club Secretary is the data controller and holds responsibility for ensuring that this policy is complied with. The email address of the secretary is secretary@mdmrc.org