

Introduction

Market Deeping Model Railway Club CIO (MDMRC) will comply fully with the requirements of the General Data Protection Act 2018 **and any subsequent Legislation**. This Policy sets out how that will be achieved and who within the organisation will be responsible for ensuring compliance. This policy applies to all club members.

Definitions

"Members" are all those who have paid the appropriate annual membership subscription or have been granted Honorary, **Affiliate** or Life membership by the club.

Type of data collected and held both on paper and computer:

First name, surname, postal address, telephone numbers, (landline and/or mobile), email address.

In addition, optional information including skills, experience and spouse/partner may be held if offered.

For those under 18, no personal contact data is collected or retained. Date of birth, school and parental / carer name and contact details are collected.

Use of Data

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

Sharing Data outside of MDMRC

MDMRC does not share data with any person not a member of MDMRC without obtaining agreement in each individual case. **We do however share adult member and parental contact names and email addresses with Groups.io, an American email automation company, for the purposes of emailing newsletters and other information about club activities. That data is held in accordance with the company's data policy which can be viewed at <https://groups.io/static/privacy>.**

Deletion of Data

All data in respect of a member will be deleted when a member leaves the club for whatever reason.

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. **You may also ask us to remove your details from Groups.io or unsubscribe yourself if you prefer.**

Member choice of use of Data

On joining, applicants will be asked to provide the data detailed overleaf. Each member has the right to withhold any item of data they do not want 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

MDMRC requests that all members complete its membership application and GDPR consent form. It is the responsibility of each member to ensure that they advise the MDMRC Membership Secretary promptly of any changes to the data held by the club.

Data Controller

The Market Deeping Model Railway Club Membership Secretary is the Data Controller and holds responsibility for ensuring policy compliance. The email address of the Membership Secretary is memsec@mdmrc.org. **The CIO is registered with the Information Commissioner to hold data as outlined above.**