



THE NORTHERN ASSOCIATION OF MODEL ENGINEERS  
(FOUNDED 1945)

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AN ASSOCIATION PROMOTING MODEL ENGINEERING THROUGH ITS MEMBER SOCIETIES

## Data Privacy Policy

### 1. Introduction

The Northern Association of Model Engineers (NAME) takes privacy of personal data very seriously.

The Secretary of NAME is the nominated by the Officers and Committee to be responsible for all aspects of Data Protection.

It is necessary for NAME to collect your data when you apply to be a member of the Association, to hold this data whilst you are a member in pursuance of our objectives in supporting the hobby.

The Association 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 Association as a member, and during your membership of the Association.

### 2. Why we collect and retain your personal data.

As an Association, 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 Association AGM
- Issue you a membership receipt valid for your subscription.
- Contact you regarding your subscription renewal
- Maintain records of skills, for example of your boiler testers.
- Liaise with you to organise events such as Rally's and exhibitions.
- Maintain records of any correspondence with you have with the Association.
- Maintain a list of boiler testing records.

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

NAME 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.

### **3. Data Retention and Deletion**

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

Boiler test records will be kept for up to 100 years. However, we recognise that boilers change ownership over their lifetime but 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 at any time from the NAME Secretary what information is held by the Association about you, and the Association will adhere to responding to that request within 1 calendar month as per the GDPR regulations for this process. The Association 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 Association. In this instance you will be clearly informed of this within the 1-month deadline.

### **4. Protecting your data.**

NAME 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 Association in pursuance of the activities listed in this privacy policy. Where information is stored on paper this will be kept securely.

All NAME Officers and Officials undertake to ensure that they have security arrangements in place to protect data be it paper records or computer files behind secure firewalls and computer security updates from their service provider. No data will be moved around on un-encrypted systems, discs or un-protected memory sticks.

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

Signed -----  
07 May 2018

Alan Budd – NAME Secretary