



Established 1985

MANX MODEL BOAT CLUB

Data Protection Policy

1. Introduction

The Manx Model Boat Club takes protection of personal data very seriously. The Officers and Committee share responsibility for all aspects of members data within the club.

It is necessary for the Manx Model Boat Club to collect your data when you apply to be a member of the club, to hold this data whilst you are a member in pursuance of the clubs objectives as identified in the constitution.

The club has a legal basis to collect and store your information which you give consent to by ticking and signing the membership form confirming you accept the terms and conditions of membership when applying to join the Manx Model Boat Club as a member, and throughout the duration of your membership of the club.

2. Why we collect and retain your personal data.

As a club, 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 Annual General Meeting.
- Issue you a membership card valid for your subscription.
- Contact you regarding your subscription renewal.
- Maintain records of equipment or models you hold on behalf of the club.
- Maintain a frequency list.
- Liaise with you to organise events such as sailing or competitions.
- Maintain records of any correspondence you have with the club.

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 club cannot contact you in a timely or full manner to provide you the full benefits of being a member.

The Manx Model Boat Club confirms 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 will be no consequences for your membership status.

Data may be held by any of the officers & committee and this information may be shared with other club members for the purposes of conducting club business only (for example to issue newsletters and event posters).

3. Data Retention and Deletion

Members join the Manx Model Boat Club for a period of 12 months at a time and this membership falls due at the Annual General Meeting. The Manx Model Boat Club will retain your data for the duration of this membership plus an additional 6 months after the Annual General Meeting if you fail to renew your membership. This will allow time to send out membership reminders before the first events of the next season. After this period your contact details will be removed from our membership list.

If you choose to terminate your membership of the Manx Model Boat Club and notify the officers and committee in writing then we will remove you from our membership list immediately and no longer contact you with regular correspondence.

We may retain certain parts of your personal information relating to financial transactions such as membership fees paid and cheques issued for a period of 7 years in order to satisfy any financial auditing which may be required of the club accounts.

Some information about you may be contained in historical club documents such as newsletters, lists of competition results, newspaper articles, meeting minutes and publicity information. These records may be held electronically or as paper records. This information forms part of the club historical archive and will be retained whilst the Manx Model Boat Club remains as an active organisation. If the club ceases to operate then this information will be disposed off in accordance with the club constitution.

We will endeavour to keep your 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 member to advise the officers and committee of any errors or omissions.

You may request at any time what information is held by the Manx Model Boat Club about you, and the Manx Model Boat Club will respond to this request within 1 month. The Manx Model Boat Club 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 Officers and Committee.

4. Protecting your data.

The Manx Model Boat Club 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 Officers and Committee in pursuance of the activities listed in this privacy policy.

Where information is stored on paper this will be kept securely.

All Manx Model Boat Club 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 will be reviewed annually. A copy of the policy will be published on the Manx Model Boat Club Web Site.

Version 2, 4 June 2018