

The Association of 16mm Narrow Gauge Modellers

Data Protection Policy - Initial release 05May18

1 Introduction

- 1.1 The Association of 16mm Narrow Gauge Modellers (The Association) needs to collect and use certain types of information about the persons who subscribe to the Association as members or affiliates, or who buy any of the Association's publications or services. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998 or its successors in law (herein after referred to only as **the Data Protection Act 1998**).

2 Scope

- 2.1 This policy applies to:
- 2.1.1 All Directors and Officers of the Association.
 - 2.1.2 All contractors, suppliers and other persons working on behalf of the Association.
 - 2.1.3 It also applies to all data that the Association holds relating to identifiable individuals, even if that information technically falls outside the Data Protection Act 1998.

3 Data use

- 3.1 The Association captures and stores data on identifiable individuals for the following purposes:
- 3.1.1 To deliver Association publications and paper correspondence to members.
 - 3.1.2 To communicate with members regarding their subscription on paper and if they choose to provide this data, by email and/or by phone.
 - 3.1.3 To enable members to choose which of name, address, email and telephone number are provided to other members either on request to the Membership Secretary or in the annual membership lists.
 - 3.1.4 To manage a member's subscription to the Association.

4 Data Controller

- 4.1 The Association is the Data Controller under the Act, which means that it determines for what purposes the personal information held will be used. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

5 Disclosure

- 5.1 The data provided by members (Member Data) will be maintained on the Association's behalf by Warners Group Publications PLC, Bourne, UK including its heirs and successors or any other body the Association contracts with to deliver its membership subscription services and will not otherwise be disclosed outside the Association.
- 5.2 Warners Group Publications PLC shall limit disclosure of Member Data within its own organisation to its directors, officers, partners, members and/or employees having a need to know and shall not disclose Member Data to any third party (whether an individual, corporation, or other entity) without the prior written consent of the Association.
- 5.3 Warners Group Publications PLC will provide Member Data in a secure manner to the Association's Membership Secretary and/or Data Protection Officer on a regular basis.

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Member Data in this form will not be shared elsewhere within the Association other than as defined in this Policy.

- 5.4 The Association will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.
- 5.5 Specifically, the Principles require that personal information:
 - 5.5.1 Shall be processed fairly and lawfully and shall not be processed unless specific conditions are met.
 - 5.5.2 Shall be obtained only for one or more of the purposes specified in the Act and shall not be processed in any manner incompatible with that purpose or those purposes.
 - 5.5.3 Shall be adequate, relevant and not excessive in relation to those purpose(s).
 - 5.5.4 Shall be accurate and, where necessary, kept up to date.
 - 5.5.5 Shall not be kept for longer than is necessary.
 - 5.5.6 Shall be processed in accordance with the rights of data subjects under the Act.
 - 5.5.7 Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information.
 - 5.5.8 Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.
- 5.6 The Association will, through appropriate management and strict application of criteria and controls:
 - 5.6.1 Observe fully conditions regarding the fair collection and use of information.
 - 5.6.2 Meet its legal obligations to specify the purposes for which information is used.
 - 5.6.3 Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
 - 5.6.4 Ensure the quality of information used.
 - 5.6.5 Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - 5.6.5.1 The right to be informed that processing is being undertaken.
 - 5.6.5.2 The right of access to one's personal information.
 - 5.6.5.3 The right to prevent processing in certain circumstances.
 - 5.6.5.4 The right to correct, rectify, block or erase information which is regarded as wrong information).
 - 5.6.5.5 Take appropriate technical and organisational security measures to safeguard personal information.
 - 5.6.5.6 Ensure that personal information is not transferred abroad without suitable safeguards.
 - 5.6.5.7 Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.

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5.6.5.8 Set out clear procedures for responding to requests for information.

6 Data collection

- 6.1 The Association collects data based on contractual or legitimate interest.
 - 6.1.1 Postal address data is captured on contractual basis so that the Association can provide members with publications and other tangible benefits of membership.
 - 6.1.2 Email and phone data, where provided, is captured on legitimate interest basis so that the Association or its subscription service provider can contact the member to manage their subscription.
 - 6.1.3 Publications Preferences are captured on legitimate interest basis so that members may decide which of their personal data is shared with other members via the annual membership lists and/or by specific membership data requests to the Membership Secretary.
- 6.2 The Association will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form, whether on paper or on-line.
- 6.3 When collecting Publications Preferences, the Association will ensure that:
 - 6.3.1 The person providing the data is has received sufficient information on why their data is needed and how it will be used.
 - 6.3.2 As far as reasonably possible, grants explicit consent, either written or verbal for this data to be collected and used.

7 Member Data

- 7.1 The Association will capture the following data when a member joins the Association, subject to the member agreeing to provide this data:
 - 7.1.1 Full name including title and initials
 - 7.1.2 Postal Address
 - 7.1.3 Phone number
 - 7.1.4 Email address
 - 7.1.5 The names of any family members if the member chooses a Family Member subscription
 - 7.1.6 Their Publication Preferences regarding full name, postal address, phone number and email address
- 7.2 The following items will be associated with the above data for managing the member's subscription to the Association:
 - 7.2.1 Subscriber (membership) number
 - 7.2.2 Membership type
 - 7.2.3 The date on which the member joined the Association
 - 7.2.4 The date on which the member's current subscription expires

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8 Provision of data to other members

- 8.1 A benefit of membership of the Association is the provision to members of membership lists. These are provided to all current members on an annual basis in encrypted, electronic format or against a specific current member request to the Membership Secretary. These lists state clearly that they are for members' user, must not be disclosed outside the Association and must be destroyed securely when no longer needed. The Association is not liable for any failure on the part of its members to adhere to these instructions.
- 8.2 The Association will capture and maintain which of each member's contact details they consent to provide to other members (Publication Preferences), either in any membership list issued by the Association to its members, whether in printed or electronic format, or on specific request from another current member to the Association's Membership Secretary.
- 8.3 If a member has consented to any of their data being provided to other members (their Publication Preferences), the country and if applicable the county will be extracted from the postal address and held as separate data items for the sole purpose of ordering and sorting in the annual membership lists.
- 8.4 If a member changes their Publication Preference, the Association will observe the changed preference at the next issue of the membership lists. The changed preference will be observed in any request from another current member to the Association's Membership Secretary as soon as it is notified.

9 Provision of Member Data to other Directors and/or Officers

- 9.1 The Membership Secretary may from time to time at the Board's direction provide Member Data to other Directors and/or Officers in order that they can discharge their Association duties and responsibilities, compliant with this policy.
- 9.2 Any Director or Officer provided with Member Data will use it only for the purpose provided and will expunge it permanently when no longer required.
- 9.3 Member Data on this basis will only be used on an Association-provided personal computer.

10 Data storage

- 10.1 Information and records relating to members will be stored securely and will only be accessible to authorised persons.
- 10.2 Information will be stored only as long as needed for the legitimate needs of the Association's business and will be disposed of appropriately.
- 10.3 The Association's will ensure that all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

11 Data retention

- 11.1 Member Data will be retained by Warners Group Publications PLC on the Association's behalf for up to seven years after a member's subscription lapses.
- 11.2 The Association will retain snapshots of Member Data for management reporting and trending purpose.
- 11.3 Member Data contained in the membership lists provided annually to members will be retained if the member who holds the lists has a need for the list.

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12 Data access and accuracy

- 12.1 All Members have the right to access the information the Association holds about them. The Association will also take reasonable steps to ensure that this information is kept up to date by asking data subjects whether there have been any changes.
- 12.2 Each member will be provided with a copy of their own Member Data on an annual basis for them to verify accuracy, including their Publication Preferences. Changes to the data and Publication Preferences can be made on-line or by application to Warners Group Publications PLC.
- 12.3 In addition, the Association will ensure that:
- 12.3.1 It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection.
 - 12.3.2 Everyone processing personal information understands that they are contractually responsible for following good data protection practice.
 - 12.3.3 Everyone processing personal information is appropriately skilled to do so.
 - 12.3.4 Anybody wanting to make enquiries about handling personal information knows what to do.
 - 12.3.5 It deals promptly and courteously with any enquiries about handling personal information.
 - 12.3.6 It describes clearly how it handles personal information.
 - 12.3.7 It will regularly review the ways it holds, manages and uses personal information.
 - 12.3.8 It regularly assesses and evaluates its methods in relation to handling personal information.
 - 12.3.9 All Directors, Officers, and any Contractors working on behalf of the Association are aware that a breach of the rules and procedures identified in this policy may lead to action being taken against them.
- 12.4 This policy will be reviewed 12 months after first release and will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.
- 12.5 In case of any queries or questions in relation to this policy please contact the Association's Data Protection Officer, who is Alan Regan (membership@16mm.org.uk).

First draft dated 29th January 2018

Final draft dated 28th April 2018

Authorised by the Board dated 5th May 2018

Review Record

Reviewed by	Change Record	Date

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Glossary of Terms

General Data Protection Regulations (GDPR) – Is a regulation in EU law on data protection and privacy for all individuals within the European Union. It came into effect on 25th May 2018. It harmonised data protection regulation across the EU and addresses the export of personal data outside the EU. When Britain leaves the EU, a new Data Protection Act will replace GDPR and the Data Protection Act (1998).

Data Controller – The person who (either alone or with others) decides what personal information (insert name of org) will hold and how it will be held or used.

Data Protection Act 1998 (or its successors in law) – The UK legislation at the release date of this document that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that The Association follows its data protection policy and complies with the Data Protection Act 1998.

Member – The person whose personal information is being held or processed by The Association or its subscription management service provider.

Explicit consent – is a freely given, specific and informed agreement by a Member in the processing of personal information about her/him. Explicit consent is needed for processing sensitive data.

Notification – Notifying the Information Commissioner about the data processing activities of (insert name of org), as certain activities may be exempt from notification.

The link below will take to the ICO website where a self-assessment guide will help you to decide if you are exempt from notification:

http://www.ico.gov.uk/for_organisations/data_protection/the_guide/exemptions.aspx

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information.

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within The Association.

Sensitive data – refers to data about:

- Racial or ethnic origin
- Political affiliations
- Religion or similar beliefs
- Trade union membership
- Physical or mental health
- Sexuality
- Criminal record or proceedings

For the avoidance of doubt, The Association **does not** collect or store any of the classes of sensitive data referred to above.