

Sutton Coldfield Model Engineering Society Ltd Privacy Policy

1. Who are we?

Sutton Coldfield Model Engineering Society (SCMES) is a Private Limited Company limited by guarantee, with no share capital. We are registered in the UK, and our registration number is 02345501. The object of SCMES is to bring together like minded people to allow them to progress their hobby and have somewhere to operate their models. The Society also opens its miniature railway to the public and operates related events.

2. Our commitment to your privacy.

We are committed to keeping the personal details of our members, volunteers, visitors and customers safe. This policy explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

Any references to 'SCMES', the 'Society', or to 'we' or 'us' refers to; Sutton Coldfield Model Engineering Society Ltd.

We use three key definitions to describe people mentioned in this policy. These are definitions used by the Information Commissioner's Office (ICO), the UK's independent body set up to uphold information rights (www.ico.org.uk)

Data subject: this is you. As the data subject, we respect your right to control your data.

Data controller: this is us, SCMES Ltd. With your permission, we determine why and how your personal data is used (as outlined in this policy).

Data processor: this is a person, or organization, which processes your data on our behalf, with your permission. For example, this might be a mailing house that sends your membership magazine or details of forthcoming events to you, on our behalf. We use a cloud based mailing service to communicate with you. They may not be EU based, but we only use companies who provide equivalent guarantees for data safety. We also minimize the information we send to these third parties so they only see the data that is necessary for the processing they are doing. The third parties we work with at no point 'own' your data, so you will never hear from them independently. We always send your data to partner organisations securely, to minimize the risk of it being intercepted by unknown individuals and/or organisations.

We will never sell your personal data.

If you have any questions about your personal data you can contact us at:

Email: scmessec@gmail.com

or by post:

SCMES Secretary, Balleny Green
Little Hay Lane, Little Hay
Nr Lichfield, Staffs WS14 0QA

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3. Why do we collect your personal data?

We use your personal data to keep in touch with you. We will only ever collect, store and use your personal data when we have an identified a purpose and reason to do so. The ICO refers to this as a 'lawful basis'. Further information about why we collect your personal data is outlined below.

a) To administer your membership of Sutton Coldfield Model Engineering Society Ltd.

We collect your personal data to administer your membership, which may involve:-

Sending you your membership welcome pack when you first join us.

Sharing a full membership list with Directors and Officers of the Society to administer your membership.

Sharing your membership details with other members but only with your consent and as indicated by you on your application form.

Processing your subscription and other payments.

Sending you your membership renewal reminder (in electronic or paper format).

Getting in touch should there ever be any issues with your membership.

We may send you information about other organization, their activities and events involved in similar activities e.g. Other model engineering societies.

When your membership has ended. Unless we hear from you directly, we may continue to send you information about our activities for up to 12 months after your membership has ended. This is just in case your membership / support was allowed to lapse accidentally, or you may wish to consider supporting us in a different way. You can of course tell us to stop doing this at any time.

The ICO define the lawful basis for processing your data for these purposes as 'contractual'.

b) To send you ticket / items purchased from us, including event bookings

We collect your personal data to send you, tickets / items you have purchased from us, information about events you have booked onto. The ICO define the lawful basis for processing your data for these purposes as 'contractual'. We may ask for participants' details to customize the event to give maximum enjoyment. e.g. At a Santa event a child's age and sex so they receive an appropriate present.

c) To send you information about our activities and ask for your opinion

We also collect your personal data so that we can send you information about our activities that we feel will be of interest to you. This includes events, membership, services, products, newsletter, feedback, and other activities.

From time to time, we may also use your personal data to ask for your opinion about our activities. This information is in addition to that outlined in sections a) and b) and is defined as 'direct marketing' by the ICO.

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d). Collection of data to comply with our insurance requirements. e.g. Day visitors or members of other societies bringing models to operate on our site.

e) To enable you to volunteer with us.

If you are a SCMES volunteer, we collect your personal data so that we can keep in touch with you about, for example:

Changes to planned events that you may be taking part in.

The positive impact you have on our work, by sending you our newsletter.

Dedicated volunteer thank-you events.

As defined by the ICO, the lawful basis for processing your data for these purposes is ‘contractual’ (where administering your volunteer record) and ‘legitimate interest’ (when sending you information about our work).

4. What kind of personal data do we collect? How do we collect it.

a) Basic information

We will usually collect basic information about you, including your name, postal address, telephone number, email address. Most of the time, we collect this data from you directly. Sometimes this is in person; other times, it is over the telephone, in writing or through an email. Occasionally we obtain information, such as your telephone number or other contact details, from external sources (only where you have given permission for such information to be shared).

If you enter into a financial transaction with us we will record when and how much was paid and the method used. No records of your banks details are normally kept. However in the event of a failed or fraudulent transaction, then a record may be kept and shared with others acting on our behalf in the resolution of the issue.

b) Getting to know you better.

We also collect information about you that helps us to get to know you better. This may include:
Information about your modeling interests, which you tell us through your membership application.
Records of donations you’ve made to the Society (financial, goods or property).
Your preferences of how you would like us to contact you.
Ways you’ve helped us through volunteering your time.
Records of events you’ve attended, or activities that you’ve taken part in.

c) Sensitive personal data.

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation). However, there are some situations where this will occur. When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission. In these situations, we collect the data from you directly. If you are a member or volunteer then we may collect extra information about you, for example:

References, criminal records checks, details of emergency contacts, medical conditions.

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We may also collect sensitive personal data if you have an accident at our site or event. This information will be retained for legal reasons, for safeguarding purposes and to protect us (including in the event of an insurance or legal claim). If this does occur, we'll take extra care to ensure your privacy rights are protected.

d) Children and young people.

In line with data protection law, we will not collect, store or process your personal details if you are under 16 years of age; unless we have the express permission from your parent or guardian to do so.

5. How do we store your data?

a). We will take reasonable precautions to prevent the loss, misuse or alteration of information you give to us.

b). Communications from us may be sent by emails which will not be sent in an encrypted form and are therefore not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

c). Your details can be removed from our stored records within 28 days of a written request to the Company Secretary, whose address is above. However, it is obviously not possible to recall any previously published information where you gave consent for your details to be included. Similarly records can be corrected or updated. However there are situations where data will not be deleted. If there are legal obligations or ongoing circumstances which require data to be retained, if this is the case then we will advise you what is being retained and why.

d) Data retention policy

We will only use and store information for as long as it required for the purposes it was collected for. We continually review what information we hold, and delete what is no longer required.

6. CCTV

We use CCTV cameras at our site to help provide security and to protect both you and SCMES. Data will only be shared if the person making the request has good reason or legal right to view the data, i.e. in the event of theft, damage or accident. Unless it is flagged for review CCTV will be recorded over. SCMES complies with the Information Commissioner's Office CCTV Code of Practice, and we display notices, so you know when CCTV is in use.

7. Your rights

We respect your right to control your data. Your rights include:

a) The right to be informed. This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact us.

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- b) The right of access. If you wish to obtain a record of the personal data we hold about you, through a Subject Access Request, we will respond within one month.
- c) The right to rectification. If we have captured information about you that is inaccurate or incomplete, we will update it.
- d) The right to erase. You can ask us to remove your personal details from our records. In some situations we may have to retain your data see 5c above.
- e) The right to restrict processing. You can ask us to stop using your personal data.
- f) The right to data portability.
- g) The right to object. You can ask to be excluded from marketing activity.
- h) Rights in relation to automated decision making and profiling. We don't perform any automated decision making or profiling

For more information on your individual rights, please see the Information Commissioner's Office.

8. SCMES Website.

Our website www.scmes.co.uk uses one cookie to count the number of visitors to the site and which pages they visited. Linking to or from social media sites may cause cookies to be generated. e.g. Following links to our main website, from the Society's Facebook page.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org

We cannot guarantee the security of your home computer or the internet, and any online communications (e.g. information provided by email or our website) are at the user's own risk. We cannot be responsible for data collected or cookies when following links to other websites.

9. Making a complaint.

If you wish to make a complaint about the data held by the Society about you then contact the SCMES Board via the Company Secretary. See contact details in section 2 above. All complaint information will be handled sensitively, in line with relevant data protection requirements. Overall responsibility for this policy lies with the nominated Director responsible for data protection compliance.

If you are dissatisfied with the response from the Society then you can contact the Information Commissioner's Office, whose remit covers the UK.

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow SK9 5AF
Telephone: 0303 123 1113 Email: casework@ico.org.uk