

COVENTRY MODEL ENGINEERING SOCIETY LIMITED



PRIVACY NOTICE

The following Privacy Notice applies from the time you apply to become a member of the CMES and provide us with personal information. It explains how we collect, store, and use the personal information you provide to us or we collect from you. As a data controller, we comply fully with the relevant legislation on data protection.

We may update the terms of this notice at any time and notify you of any significant changes.

Purpose for processing and legal basis:

We collect and process personal information for the following purposes:

- Fulfilling our contractual obligations by providing you with membership services, including but not limited to, membership related mailings such as a newsletter and AGM notices.
- Processing membership subscriptions and payments for sales items.
- Notification of Society events

In addition we may be notified of third party events and activities that may be of interest to our members because they are linked to model engineering activities. We would like to pass on this information to you our member and rely on your consent to do so.

We may take photographs of members which may be reproduced in the newsletter or on the Society web site.

The data we hold may be accessible by other members.

We will only share information in accordance with data protection legislation or where we are legally required to by a governmental or law enforcement agency.

We do not pass your details to any third party for marketing purposes.

Personal information collected:

- Name, address, telephone numbers, email address.
- Type of membership applied for.
- Name and telephone number of an emergency contact to be used in the unlikely event of a serious accident whilst at the society premises. (We must assume you have obtained this persons permission for the data to be collected.)
- Names of any Family Members at the same address
- Correspondence.
- Photographs of members.

We store your personal information electronically and in paper format.

Please keep us up to date with any changes to the personal information we hold about you.

We will only hold your personal information as long as is reasonably necessary to carry out services and administer your membership with us .Your personal information will be deleted one year after you cease to be a member of CMES unless we are required to hold it longer to comply with taxation requirements, which may be up to six years after your membership ceases, or boiler test certification details which will be permanent.

Some information, for example photographs of events, may also be kept as a permanent record of our activities.

If we delete or dispose of your information it will always done securely.

Your information rights:

You have the following rights in respect of the personal information we hold about you as follows:

- To access a copy of the personal information we hold about you
- To have inaccuracies in the personal information about you corrected
- To request that the personal information we hold about you deleted
- To object to or request the restriction of the processing of your personal information by us

If you wish to exercise any of the above rights or if you have a complaint about your information rights, or if you have any questions about this notice please write to The Data Controller, Coventry Model Engineering Society Ltd. c/o Visitor Centre, Ryton Pools Country Park, Ryton Road, Bubbenhall, Coventry, CV8 3BH

Created 21st May 2018

Last updated 21st May 2018