

Portsmouth Model Engineering Society

Data Protection External Policy Notice

Background

Data Protection Law means all legislation in force from time to time in the United Kingdom applicable to data protection and privacy including, but not limited to, the UK GDPR, the Data Protection Act 2018 (and regulations made thereunder), and the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation.

This document describes our approach to the protection of your personal data as required by law. Our committee have appointed Mr. Nigel Tillyard as the committee member with lead data protection responsibility for the Society. Email dpo@portsmouthmes.club

This Society is a **non-profit organisation** and is not registered with the ICO.

Our Objectives

The purpose of the Society is to support model engineering and related fund-raising activities. Personal information is obtained from customers as is necessary for the purposes of dealing with queries, complaints or claims. Information obtained for these purposes is classified as our **legitimate interest** under the data protection law. We collect or use the following information:

Contact details – name, address, telephone number and personal email address

Our lawful basis for collecting and using personal information for dealing with queries, complaints and claims are:

Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

We collect your information directly from you.

This information will be kept under security levels appropriate for the class of information and risk level associated with the data we choose to hold. Due to the limited extent of this data and that some of it may be in the public domain the risk level to the data subject by our holding the data is rated low. Our procedures ensure that personal data will be erased when it is no longer required for business or other lawful purposes as laid out below.

Personal Data retention periods

Data will be retained until the last requirement to retain it expires according to the circumstances of a given data subject. Not all entries are currently applicable but are included in the event they become so applicable:

Queries	For as long as the query remains unresolved plus one month.
Complaints	Up to 5 years.
Claims.	Up to 10 years.

We shall review this policy annually and record the results of the review in the committee minutes.

Your Rights

Access – you have the right to ask us for copies of your personal information. You can request other information such as where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.

Rectification – you have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

Erasure – you have the right to ask us to delete your personal information.

Restriction of processing – you have the right to ask us to limit how we can use your personal information.

Objection to processing – you have the right to object to the processing of your personal data.

Data portability – you have the right to ask that we transfer the personal information you gave us to another organisation or to you.

Withdrawal of consent – when we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request please contact the committee member with lead data protection responsibility named at the top of this privacy notice.

Further information is available from the ICO:

<https://www.ico.org.uk>

How to Complain

If you have any concerns about our use of your personal data, you can make a complaint to us via the committee member with lead data protection responsibility.

If you remain unhappy with how we've used your data after raising your complaint, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>