

MAIDSTONE MODEL ENGINEERING SOCIETY

PRIVACY POLICY

The information about current members that is held by the Society is obtained from membership application forms and consists of:

Name.

Address.

Telephone number.

The number of the key if you are a key holder.

Date of Birth ONLY if you are under 18.

Any office held if you are an elected officer of the Society.

Your email address.

Your date of joining the Society.

This information is held on a computer by the Secretary only for the purpose of recording who is a current member and for communicating with members by way of sending newsletters by post and sending emails to convey details of forthcoming events at the club.

The data is only shared with the Treasurer for the purpose of maintaining the record of subscriptions and with the Press Officer in the form of address labels to mail newsletters.

If you use email, your name and email address are held on a third party mail server which can only be accessed by the Secretary to send emails to members. Your details held on this server can be updated or removed by clicking the link at the foot of any email received from the club.

If your membership of the Society is terminated, your information is removed from the record and held in a file of past members as a record of your membership should you ever rejoin.

This information will be deleted if requested.

Your contact details will not be passed on to anyone requesting it without your express permission obtained from you at the time by the Secretary.

Boiler Testing Record.

If you have your model boiler tested by the club, details of the test are held by the Society.

Paper copies of the test certificates are filed in a locked cupboard in the clubhouse which can only be accessed by the six boiler testers appointed by the committee.

A copy of each Written Scheme of Examination has to be passed to the Southern Federation of Model Engineering Societies for their records.

Some of the information from the certificates is also held by the Secretary on a computer for the purpose of producing a list of boilers with certificates about to expire.

A paper list of all boilers currently in use is kept in the clubhouse for use by the traffic controller to check on the expiry dates of boilers in use while being operated along with a list of all passed drivers and a Rota of traffic controllers and station staff.

The information held by the Secretary consists of the owner's name, name of the model, the certificate number and the date of expiry of the last hydraulic and steam tests. The information about the last test carried out is retained indefinitely for the purpose of tracing a test record on a boiler that subsequently changes hands or returns to the Society.

Any of your own information is available from the Secretary on request.

This privacy statement may be updated from time to time and is available on the club website at www.maidstonemes.co.uk

This document was last updated on 23/05/2018.