

IPMS (UK) South Somerset Model Club/IPMS South Somerset Privacy Policy

The IPMS (UK) South Somerset Model Club/IPMS South Somerset collects information about its members to support its activities as a non-commercial hobby association. This Privacy Policy explains how we collect, store and use the personally identifiable information that we hold.

Data collected from South Somerset Model Club/IPMS South Somerset members

We hold the following data for every South Somerset Model Club/IPMS South Somerset member:

- Name
- Email address

The following additional data may also be held, although it is optional and may not be applicable to every member of South Somerset Model Club/IPMS South Somerset:

- IPMS membership number
- Home Address
- Telephone number(s)

How data is collected and stored

When you join South Somerset Model Club/IPMS South Somerset we record your name and email address. These are stored in the contacts list for the South Somerset Model Club/IPMS South Somerset Yahoo email account.

The Branch Secretary maintains a membership Excel spread sheet that holds the data listed above. This is the "master list" of South Somerset Model Club/IPMS South Somerset membership.

South Somerset Model Club/IPMS South Somerset members should send details of any changes to their personal data to sosomodelclub@yahoo.com

Access to South Somerset Model Club/IPMS South Somerset data

The South Somerset Model Club/IPMS South Somerset Yahoo email account can be used to view names and email addresses. Access to this account is password protected, and only authorised South Somerset Model Club/IPMS South Somerset members have access to this account,

The South Somerset Model Club/IPMS South Somerset "master list" membership spread sheet is held on the personal computer of the South Somerset Model Club/IPMS South Somerset Branch Secretary, which is password protected.

From time to time the South Somerset Model Club/IPMS South Somerset Branch Secretary may provide a backup copy of the membership spread sheet to the South Somerset Model Club/IPMS South Somerset Chairman and/or Treasurer. This will be held on the personal computer of the South Somerset Model Club/IPMS South Somerset Chairman and Treasurer, which are password protected.

How the data is used

Data collected by the South Somerset Model Club/IPMS South Somerset is used to communicate with members, arrange events and facilitate the effective running of the South Somerset Model Club/IPMS South Somerset.

It is also used to periodically distribute, or notify members of information relating to Club meetings and information of interest to Club members.

Questions concerning aspects of modelling and the Club are sometimes received from other IPMS members or members of the public. We will use the data we hold to forward these questions to member(s) of the South Somerset Model Club/IPMS South Somerset that may be best able to assist in answering them. Your email address will not be passed to the enquirer by the South Somerset Model Club/IPMS South Somerset.

Each year the South Somerset Model Club/IPMS South Somerset has to complete a Branch return for IPMS (UK). This return must include the names of five Branch members along with their IPMS numbers to meet the requirements for being a legitimate IPMS Branch, as defined by IPMS (UK). Members selected for inclusion in the Branch return will be asked to give their consent beforehand.

The data held by South Somerset Model Club/IPMS South Somerset is not shared with any third parties, apart from the information required for the Branch return to IPMS (UK), nor will it ever be sold for commercial purposes.

Data rights and retention

South Somerset Model Club/IPMS South Somerset members may request a copy of the information we hold at any time, and we will respond to any request within one month.

If a Club member elects to cease being a member of South Somerset Model Club/IPMS South Somerset or fails to pay the annual Club Membership subscription fee within two months of the subscription due date, we will assume you no longer want to be a member of the South Somerset Model Club/IPMS South Somerset and we will delete your personal information.

We will inform South Somerset Model Club/IPMS South Somerset members immediately if we think any personal information has been compromised.

Changes to this Privacy Policy

South Somerset Model Club/IPMS South Somerset reserves the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon the posting of the revised policy on the South Somerset Model Club/IPMS South Somerset website <http://sosomodelclub.wixsite.com/ssmc> If the Club make material changes to this policy, we will notify you on the Club website that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.