



THE THREE MILLIMETRE SOCIETY

Founded 1965
Affiliated to the MODEL RAILWAY CLUB

General Data Protection Regulation

The original Data Protection Act came into force in 1984. It was intended to protect members of the public from exploitation by companies and organisations which held information about them on computers. A new 1998 Act, which came into force in March 2000, extended the protection to information which is held on paper as well as on computer. From 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation 2018. The principle requirements is that all individuals who give Personal data have the right to determine how it should be used. Organisations collecting personal Data, for whatever reason must state the reason why it is being collected, and seek the individual's permission to use it in those ways. I have set out the principles below, and for each principle I have explained how the Society complies with the requirement.

1 *processed for limited purposes*

Data is processed only for the purpose of running the Society in order to provide members with regular issues of *Mixed Traffic* and the *Newsletter*, to allow us to send out subscription reminders and to provide Committee members, Sales Team and Area Group Organisers with the addresses and (when provided) telephone numbers and e-mails addresses of members in order to perform their duties. We may, with your permission, make address and telephone number lists available to other members - see section 5. The Society will not provide or sell address lists to any organisation or individual outside the Society.

2 *adequate, relevant and not excessive*

We ask only for your name and address; you can give your telephone number or e-mail address if you choose.

3 *accurate information*

You have the opportunity, when you receive each mailing, to check that your address details are correct and let us know if not. We use the renewal form as an opportunity to check that these details are correct. You have the right to ask for full details of the information which the Society holds on you. The Society will provide these electronically free of charge. Where electronic access is not possible, the Secretary will write to the person concerned.

4 *not kept longer than necessary*

Once a member has resigned, the Society would normally keep the records for five years. When we are notified of a member's death, the Society would keep the records for five years in case partners or relatives ask for help in disposing of the member's models. The Society need this information to analyse statistics on lapsed membership. The data that the Society holds on members will be subject to annual review at the time of membership renewal.

5 *processed in accordance with your rights*

Your rights include the enjoyment of privacy and the knowledge that the Society will not use the information for any purpose which you have not authorised. The Society need your address for the reasons set out in section 1, but if you prefer your address not to be made available more widely, you can exercise that choice when filling in your membership renewal form, or by writing to the Membership Secretary. If you do not restrict the circulation of your address, the Society may make it and your telephone number and e-mail address, (when provided) available to any member upon request, publish the addresses of new members and those who have changed address, and include it in membership lists for Area Organisers and private traders who are also members of the Society.

6 *secure*

The membership list is held on a computer at the Membership Secretary's home. The computer is linked to the internet and has a firewall installed, so the data cannot be stolen from it by a "hacker". Back-up information is kept at the Membership Secretary's house, with a second back-up held at the Secretary's house. Membership details used by the sales teams including the 3mm Shop, Secondhand and Track sales will be retained for audit purposes for a period of up to and not exceeding 2 years (this also includes PayPal transactions).

7 *not transferred outside the EU*

As explained under "secure", the data is held in the UK on a computer which has a firewall. The only exception to this is that overseas members may request, and be given, names and addresses of UK members, and *vice-versa*. As set out in section 5, the Society will only provide your address if you have given permission for us to do so.

Under this Regulation, the Society must ask all members whether they object to their personal data being held. However, you should appreciate that it is essential for the data to be held on computer, so that address labels can be rapidly printed, and the quarterly mailings sent out with the minimum of delay. You can, as explained in section 3 above, ask that your address is not published more widely. Society members write directly to all the members of the committee for various reasons. Each member of the Committee – nine in all – therefore holds a copy of the complete address list, but it is only used to check addresses when a member's handwriting is unclear. This is particularly important for the Society's Sales team and for the members ordering.

Stephen Driscoll, Secretary & Mike Corp, Membership Secretary

May 2018