

The EM Gauge Society Privacy Policy

Our contact details

Name: Roger Sawyer

EM Gauge Society Secretary

Address: 272 Sylvan Road, Upper Norwood, London, SE19 2SB, England

Phone Number: +44 208 653 0102

E-mail: secretary@emgs.org

The type of personal information we collect

We currently collect and process the following information when you join:

- Full name and address
- Email address – where supplied
- Telephone number
- Membership number which we supply to you when you join
- Details of orders placed on the Society Stores

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Your postal address is used to enable us to:
 - Mail you your Newsletter
 - Mail you the joining pack when you join the society
- Your email address is collected to allow you to:
 - access the EM Gauge Society website
- Your phone number is collected when we need to contact you and neither email or postal methods are successful.

We use the information that you have given us to:

- Share this information with Document Despatch Ltd who perform the mailing service for our Newsletters.
- The Trade Officer will use this information should you choose to order from our Stores, either on-line or by post.
- At no time is credit or debit card information retained on emgs.org

- Credit and Debit card information is retained by the credit card services we use to process orders. The purpose for this is to:
 - enable refunds on orders
 - Renew automatic subscriptions

No member of the Society or the Society Board has access to the information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Society Secretary as detailed above.

(b) If you have on-line access, you may amend your details yourself.

(c) We will never supply information to a third party. The only exceptions are your address details for mailing the Newsletter and mailing orders.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep all your personal information whilst you are a member and will delete this once you cease to be a member for a period of **12 months**. We will then dispose your information by deletion from the on-line database.

For mailing we will create a mailing list, supply to the mailing company using a secure File Transfer Protocol to a secure server at their site. The date we will erase the list after 3 months and ensure the mailing company does the same.

The file holding the data will be deleted on the secure server and any paper copies will be shredded.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of all your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Society Secretary using the details at the head of this document if wish to make a request/complaint/amendment.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the EM Gauge Society as per details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

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