**Huddersfield Railway Modellers Ltd interim Data Privacy Policy** (Issue 1. 1st May 2018)

**1.0 SCOPE**

This Privacy Policy regulates the use by Huddersfield Railway Modellers Limited (HRM) of the information you provide when joining HRM and using the HRM website.

This policy relates to the information gathered by HRM Officers, Constituency Representatives, Post holders and Members in the pursuit of HRM Management, Organisation and Membership affiliation.

HRM is committed to protecting the privacy of members information. This policy statement is designed to give a clear explanation of HRM’s data processing and retrieval practices.

**2.0 CONSENT**

You signify your consent to our collecting and using your personal information in accordance with this Privacy Policy by becoming a member of HRM or when renewing your membership, and when using the HRM website.

This Privacy Policy may be updated from time to time. We shall keep an updated copy of this Privacy Policy on our website. By continuing to use and access our website you agree to be bound by the latest Privacy Policy.

**3.0 INFORMATION THAT WE WILL COLLECT**

Browsing our web site and using most other HRM services does not require any personally identifying information.

HRM requires that members supply personal information necessary to administer HRM and to contact members in connection with HRM’s objectives. Some of the information requested is compulsory (for example, your name and address) and these compulsory fields are clearly marked on the application form. Other fields are voluntary (for example, your first name and date of birth).

We may automatically collect non-personal information about you sufficient to keep you informed as a member.

**4.0 WHO WE SHARE THE INFORMATION WITH, AND YOUR OPTIONS**

We will not sell, distribute or lease your personal information to third parties, unless we have your express permission or are required by law.

We reserve the right to contact you via post, email, telephone or fax in relation to the administration of your membership account.
Upon personal request, HRM will remove any member (and their related personal information) from the members database. This will, however result in:
    a) nullifying your membership record
    b) removing your access from on-line HRM services
    c) removing you from the mail distribution system.

We reserve the right to access and disclose individually identifiable information to comply with applicable laws, court orders and lawful government requests to operate its systems properly or to protect itself and its users.

**5.0 DEFINITIONS**

**a) Data Controller.** The Data Controller is HRM Limited, through it’s management Board
**b) Data Protection Officer.** The Data Protection Officer shall be the HRM Secretary

**6.0 LINKS**

The HRM website contains links to other web sites. Please be aware that HRM is not responsible for the privacy practices or content of such other sites and accordingly assumes no responsibility whatsoever in respect of such sites. Furthermore, HRM does not endorse any products and/or services featured on any third party site. You should exercise caution and look at the privacy statement applicable to the site in question.

**7.0 CORRECTION AND UPDATING OF PERSONAL INFORMATION**

If a user's personally identifiable information changes we will correct, update or remove that user's personal data as speedily as possible. You may request details of the personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. This fee will not exceed £10. If you would like a copy of the information held on you or would like us to correct, amend or update your information please email the HRMSecretary.

**8.0 NOTIFICATION OF CHANGES**

If we need to change our Privacy Policy, we will post these changes on our web site so our users are aware of what information we collect and how we use it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users via email and Web.

**9.0 DATA ACCESS**

Members information is available in read only form to authorised members of the HRM Board. A limited number of HRM staff authorised by the Board have ‘write-access’ to members data in order to carry out their duties.

Authorised by The HRM Secretary acting as Data Protection Officer.