

Data Protection

This document sets out the principles by which the Federation manages the data it holds about officers and managers of the Federation and of Affiliated Clubs.

The ***Federation of Model Engineering Societies*** maintains records, both manual and computerised, that contain personal information related to officers of Societies and other people who liaise with us. We administer this data within the terms of the UK Data Protection Act. The nature of use does not require us to be registered as a data custodian under that act.

It is our policy that the data shall not be used to support sales, marketing, survey (other than requests by us for model engineering or club related information for the development of services for our members) or other means that would facilitate bulk access to members. It is also our policy not to undertake any activity that would render the Federation liable to register under the Act.

All of the data that we hold is to enable us to deliver the services to member clubs, societies and associations that we are constituted for. Personal data held will be erased when that person is no longer associated with the FMES either directly or through their own club, provided that we are informed of this change in writing via email or post.

Access to personal information is restricted to those who need to know within the management team of the Federation, and those suppliers of services direct to the Federation that need to know in order to conduct Federation business or business related to the Federation. This includes, but is not limited to, sharing details of club officers for those clubs which participate in our insurance arrangements and with our suppliers of IT services and which are the custodians of our website.

The community within the Federation may make use of our information to contact each other. Within an individual club, the registered officers can see and update each other's details using their login authorisation.

If any individual wishes to change their information held on our database, then this can be achieved either by implementing the change themselves via their login authorisation for the website, requesting an appropriate officer of their club to do this for them, or by request send to the Membership Secretary by email or post.

Information provided about clubs, societies and associations affiliated to the Federation is acquired by the Federation on the understanding that such information is in the public domain and that the Federation is free to make it available to web users and to distribute this information as part of its activities under its constitution. This may include details of officers but will only do so if you

place such data within the information about your club as a means for the public to make contact with your club.

Any request for disclosure of information that we hold about an individual should be made by that individual with proof of identity, in writing via email or post to the Membership Secretary.

Data provided to the Federation is given on the basis that the provider consents to the use of the data as described above.