

Newark Engineering Society

Data Privacy Policy

Introduction

Newark Engineering Society (NES) is committed to ensuring your privacy and to complying with relevant data protection legislation and best practice.

Please contact secretary@newarkengsoc.org.uk if you have any questions or concerns about how we process your data.

Data Storage

We process member's personal data on the basis that it is necessary for the fulfilment of the service we provide to our members.

We store the data securely on computer, paper and secure on-line services.

We collect the following data about members:

- Name
- Title (optional)
- Email address and/or postal address
(in order to contact members about membership and society activities)
- Date of birth
(in order to comply with our insurance conditions, H&S regulations at our venues and to determine membership type)
- Company, industry, profession (optional)
- Payments made & dates
(to keep accurate membership records)
- Event attendance (for statistical purposes)

We collect the following data about non-members attending our events:

- Name (to record attendance for statistical purposes and offer information on membership)

Data is retained for up to 5 years for statistical purposes.

Some archival documents are on loan to the Nottinghamshire Archive which may contain member details which are over 10 years old.

Data usage

Members' data is used for the operation of the society, to inform members of events, notify about subscriptions due etc. We may also notify members of other events related to the interests of the society.

We will never sell or share your data with third parties without your permission unless required to do so by law.

Access to members personal data will be restricted to officers of the society and council members with a reasonable reason for the access. Details of who can access member data is available from the Secretary.

Photographic and Video Images

Photographs and videos of our members during visits and lectures can be a very useful way to publicise the activities of the society.

Images may be published on the society web site, social media accounts and other publications.

Prior permission will be requested for any photographic or video images. Only those who have consented will appear in published images. We want those attending our meetings to be confident that their privacy is a priority.

Photography or video will only be allowed with the permission of the hosting company or person, presenter and the NES members present.

to have an image of you removed from our website or social media accounts contact website@newarkengsoc.org.uk.

If a meeting attendee does not consent to being in video or photographic images they should speak in confidence to the Secretary, President or meeting host. No reason will be requested or needs to be given.

Any meeting attendee wishing to take images must make it known to the meeting host. They must comply with the image rules for that meeting. Anyone taking images without prior consent of the host will be asked to delete the images.

Consent will be deemed as given if meeting attendee indicates that they have read and understood the image procedure at each meeting and have not expressed their objection to the meeting host or officer of the society.

Data Access and Removal Requests

To request a copy of the data we hold about you or to have your data removed please contact the Secretary – secretary@newarkengsoc.org.uk.

Requests will be responded to as soon as reasonably possible. Depending on the nature of the request there may be a fee which relates to the effort involved in obtaining the data.

If data is removed relating to current membership it may not be possible for NES to continue to provide membership services.