



LANCASTER & MORECAMBE MODEL ENGINEERING SOCIETY

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INFORMATION ASSET REGISTER

This document has been prepared to satisfy the requirements of the General Data Protection Regulation (2018)

Management of personal data within the Society will be the responsibility of the Secretary and Membership Secretary.

Data will be held in password protected spreadsheets. Copies of all data will be held by the Secretary and Membership secretary to provide backup security.

The following information about members and potential members will be held by the Society:-

Name, address, telephone numbers and email address: This information will be used in order to contact members as part of normal Society activities.

Emergency contact details: This information will be available, but not in general view, at Cinderbarrow and only used if an emergency occurs and next of kin needs to be contacted.

Date of birth: Required for Junior members only in order to ensure their activities fall within the limitations of the Society insurance. Some activities are age limited. When Junior members exceed the minimum insured age their date of birth will be removed from membership records.

Membership category: Held for administrative and voting rights purposes.

Year of joining: Held in order to assess turnover of members and to enable significant membership milestones to be appropriately celebrated.

Date last paid: Information held for management of subscriptions purposes

Key holder: Held so that the Society knows who has keys to Society facilities.

Officer positions held: Information required to manage the Society.

Training record: A log of training completed and dates for refresher training will be held for the purposes of ensuring the Society and railways are run in a safe and proper manner.

Data circulation: All members will be asked to confirm that they are happy for their information (as listed above) to be shared within the Society for Society purposes only. Any exceptions to this will be held in the membership database.

Boiler certificates: Details of members and their past and present boiler certificates will be maintained by the Society.

When a member resigns, for whatever reason, all data about them apart from their name and address will be deleted from the membership database within 12 months of their resignation.

The following Officers and appointed members will have access to and use the data:-

The Secretary and Treasurer will hold a complete set of data for Society administrative purposes and for data backup purposes.

The Membership Secretary will hold a complete set of data for membership administration and data backup purposes.

The newsletter Editor will have a list of members and contact details for the purposes of gathering articles for the newsletter and distributing it to all members.

Any member may request another members contact details and these will be provided where a member has agreed to their data being circulated.

Where members have given their consent their contact details will be added to a membership list that may be created and circulated to members for Society use only.

The Training Officer and individual Trainers will keep copies of member's training records and contact details. Member names and training records will be maintained on view in the Club house in order to ensure that the railways are operated in a safe manner and all operating staff have been appropriately trained.

The Party Organiser will have a full membership list for the purposes of contacting members to seek held with running the railways during birthday parties and other similar events.

The Boiler inspectors will have a membership list so that they can ensure only members get boiler certificates.

Document approved by the Trustees 23/04/2018 Due for review : 23/04/2021