



## **General Data Protection Regulation Privacy Policy (April 2018)**

### **Introduction**

The Surface Warship Association (SWA) is a group of modellers with a particular interest in warships and does not conduct any business or commercial activity. This privacy policy states the legal basis for SWA to hold and use information about Association members (you/your) and explains how it uses any personal information collected.

SWA collects and uses information about you on the legal basis that doing so is within the purposes of its legitimate activities which do not infringe your interests or rights and complies with data protection laws.

### **Information collected about members**

When you register with SWA we ask for your first name, surname, postal address, email address and phone number as well as details of models owned – there is an opt out box for anyone not wishing to share such information.

### **How we use personal information**

We will use the information you provide to contact you with:

- Newsletters (QDR)
- Events updates
- Matters to do with the efficient running of the Association

We will not share your information with anyone for marketing or any other purpose except as required by law or for fraud prevention. We will not conduct any post collation processing, analysis or aggregation of personal data.

We will keep your personal information until we learn that you no longer wish to be associated with the SWA.

### **Access to your information and correction**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all your information please contact the Membership Secretary.

We want to make sure that your personal information is accurate and up to date so please contact the Association if your information changes, for instance a new e-mail address, or you believe that some of the information is otherwise incorrect.

### **The right to erasure (also known as the right to be forgotten)**

You have the right to ask for the deletion or removal of personal information where there is no compelling reason for it to be kept.

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### **Administration of this policy**

This policy is reviewed at the AGM, and is available from the Association on request. It is also available in the Documents area of the Association website. Any matters relating to this policy should be directed to the Secretary.

### **Annex A: Breach Policy**

Any SWA Committee member becoming aware of a possible breach of GDPR will immediately notify the Secretary giving all details they have. Upon the Secretary becoming aware of a possible breach he will contact the Chairman and the Treasurer who will deal with the matter unless they feel that it should be considered by the Committee as a whole, in which case a special meeting will be convened by the Secretary.

The Association aims to deal with a breach and notify the complainant of the outcome as soon as possible and, in any event, within 21 days of receipt of the complaint. In the event of a high risk breach the Association will notify Information Commissioner's Office (ICO) within 72 hours of learning of the breach.