



Data Privacy Policy

1. About this Policy

1.1 This policy explains when and why we, Coventry Amateur Radio Society (CARS), collect personal information about you, how we use it and how we keep it secure and your rights in relation to it.

1.2. We may collect, use and store your personal data, as described in this Data Processing Policy and as described when collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website.

<http://www.covradio.org.uk/CARSprivacypolicy.pdf> regularly for any amendments (but amendments will not be made retrospectively).

1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

1.5 In this policy, references to “Member” relate to a CARS’ member.

1.6. This policy is effective from 25th May 2018.

2. Who are we?

2.1 We are the Coventry Amateur Radio Society (CARS). We can be contacted by e-mail by using any of the details listed on the Committee Contacts page of our website.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, private e-mail address, telephone number and club membership details	Managing the Member’s membership of the Society.	Performing the Society’s contract with the Member. For the purposes of our legitimate interests in operating the Society
Photos and videos of members	Putting on the CARS’s website	Collection of this data will be on a Consent Basis.
The name, title, email address(es), telephone number(s) of Society Officers	Name and society e-mail address for CARS’ web site. The Secretary’s postal address and telephone number will be displayed on the CARS’ web site, as will other officers with their permission.	Non members may need to contact CARS by post, e-mail or telephone. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear on the website.

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the European Economic Union (EEU).
- 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3. We will notify you promptly as soon as we become aware of any breach of your personal data which might expose you to serious risk.
- 4.4 We will destroy all the data we hold on you no later than 12 months after your membership lapses.

Version 2. 11th April 2018