

Nunsfield House Amateur Radio Group

GDPR Policy

NHARG Privacy Policy

Summary of how we use your data

- The Nunsfield House Amateur Radio Group uses your personal data to manage and administer your membership and your involvement with it, and to keep in contact with you for these purposes.
- Where we rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.

What does this policy cover?

This policy describes how The Nunsfield House Amateur Radio Group (also referred to as “NHARG”, “the club”, “we” or “us”) will make use of the data we handle in relation to our members.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.nharg.org.uk or our noticeboard regularly for any amendments (but amendments will not be made retrospectively).

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.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your home address, email address and phone number;
- your type of membership
- Your call sign
- your marketing preferences, including any consents you have given us;

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with the club, and to keep in contact with you for these purposes;
 - For the administration of training courses run by the club;

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- Your information is shared with Nunsfield House Community Association (NHCA) in order to manage your membership of the Association. Refer to www.nunsfieldhouse.org.uk for their GDPR policy.
 - The Association uses CCTV cameras to maintain the security of our premises and may use this video to investigate incidents on or around the premises.
- For purposes which are required by law:
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

What rights do I have?

You have rights under the GDPR:

- (a) to request a copy of your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us using the details set out below. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office, as detailed below;

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

How do I get in touch with you?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at gdpr@nharg.org.uk or by writing to The Membership Secretary, Nunsfield House Amateur Radio Group, Nunsfield House, 33 Boulton Lane, Alvaston, Derby. DE24 0FD.

How long will you retain my data?

We process the majority of your data for as long as you are an active member and for 5 years after this. For training courses, we will retain details for 2 years from the completion of the course.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.