

DATA PRIVACY NOTICE
For Trade Customers of the
The International Plastic Modellers Society (UK) Ltd
(IPMS(UK))

Background

This document explains what The International Plastic Modellers Society (UK) Ltd does with the personal data that it holds for its trade customers who book trading space at our annual show, Scale ModelWorld.

What is ‘personal data’?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”).

What is IPMS(UK)’s role in processing your personal data?

Under the terms of the GDPR, The International Plastic Modellers Society (UK) Ltd is a ‘Data Controller’. This means that we decide how your personal data is processed and for what purposes.

How do we comply with our GDPR obligations?

The International Plastic Modellers Society (UK) Ltd complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by using it only for authorised purposes; by not collecting or retaining excessive amounts of data and by ensuring that appropriate technical measures are in place to protect the data from loss, misuse, unauthorised access or disclosure.

What personal data do we hold?

We hold the following personal data relating to our trade customers:

- Name
- Contact details

This data may or may not constitute personal data, depending on the legal status of an individual organisation.

What do we use your personal data for?

We use your personal data for the following purposes:

- To maintain a record of your requirements and manage your account
- Placing your details on our website to advertise on your behalf that you will be attending Scale ModelWorld.

We will obtain your explicit consent (agreement) to publish your details on the website.

What are the ‘lawful bases’ for processing your personal data?

Under the terms of the GDPR we must demonstrate a ‘lawful basis’ for all of the purposes for which we use your data. These are as follows:

Purpose	Lawful Basis
To maintain a record of your requirements and manage your account	Delivering our contractual obligations to our commercial clients
Placing your details on our website to advertise on your behalf that you will be attending Scale ModelWorld	Your consent has been provided

Do we share your personal data?

Your personal data is treated as strictly confidential and will not generally be shared with third parties outside of the Society without your permission. As said above, we will obtain your explicit consent to publishing your attendance at Scale ModelWorld. We will not share your data direct with any other person or organisation, but others may contact you as a result of seeing your name/details on our website.

We do not currently share your information with any of our service providers.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. We will keep it for up to 7 years so that we meet the requirements of the various Companies Acts.

Your rights with regard to your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data that The International Plastic Modellers Society (UK) Ltd holds about you;
- The right to restrict processing of your data;
- The right to request that The International Plastic Modellers Society (UK) Ltd corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for The International Plastic Modellers Society (UK) Ltd to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to unwanted/unnecessary communications;
- The right to lodge a complaint with the Information Commissioner's Office.

Automated decision making

We currently do not undertake automated decision-making in respect of our trade customers.

Further processing

Should we wish to use your personal data for a new purpose not covered by this Data Privacy Notice, then we will provide you with a new Notice. The new Notice will be issued prior to commencing the processing and will set out the relevant purposes and processing conditions. If necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the IPMS (UK)'s Honorary Secretary at secretary@ipmsuk.org

Please also contact the Honorary Secretary if you require up-to-date contact details for the Information Commissioner's Office.

Mark Hill
Honorary Treasurer
4th May 2018