

**DATA PRIVACY NOTICE (PART 1)**  
**For Members 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 members.

A supplementary Data Privacy Notice (Part 2), has also been published which is only applicable to the officers of the Society, its Local Branches and its Special Interest Groups.

**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 members:

- Name
- Contact details
- Date of birth (for Junior members only)
- Bank account details (only where these have been provided by members who have requested to pay their subscriptions by Direct Debit)

**What do we use your personal data for?**

We use your personal data for the following purposes:

- To maintain a record of our membership
- To administer subscription payments
- To distribute Membership Cards, the Society magazine and other Society information to our members
- To comply with the requirements of the Companies Act (principally the holding of an AGM and maintaining records of past members)

## 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
Maintaining membership records	Delivering our contractual obligations to you
Administering subscription payments	Delivering our contractual obligations to you
Distribution of Membership Cards etc.	Delivering our contractual obligations to you
Complying with the Companies Act	Meeting our legal obligations

## 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.

We do however share information with our service providers who use it to deliver some of our services on our behalf. They process your personal data based on our instructions, in compliance with this policy and other appropriate confidentiality/security measures.

Currently, we use the following service providers:

Service provided	Data processed
Online membership administration system	Names, contact details and dates of birth (Junior members only)
Magazine distribution	Names and addresses
Processing of Direct Debits	Bank account details

## How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary.

Type of data	Retention period	Justification
Names and contact details	Up to 7 years	Companies Act requirement
Bank details	Up to 2 months after a Direct Debit has been cancelled	We sometimes receive an erroneous notification (via BACS), that a Direct Debit has been cancelled

## 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 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 lodge a complaint with the Information Commissioner's Office.

**Automated decision making**

Where our members have provided us with a valid email address, our online membership administration system will automatically send payment receipts and membership renewal/expiry reminders. These automated emails are inhibited for those members who pay by Direct Debit. Other members may also request to be excluded from this automated service if preferred (please contact the Membership Secretary at [membership@ipmsuk.org](mailto:membership@ipmsuk.org)).

**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](mailto:secretary@ipmsuk.org).

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