

Purpose

SARC value the privacy of our members and visitors. This document is to summarize the types of personal data we collect, the ways in which we use it, the measures we take to ensure the data is kept safe, and our data retention measures.

This policy has been created to comply with the General Data Protection Regulations (GDPR) and follows an audit of the personal data held by the club.

1. About the Club

SARC is for members and visitors with an interest in amateur radio and its related activities. Membership is made through the annual renewal of a subscription fee paid to the treasurer of the club. This is normally made via bank transfer direct to the club's bank account.

We also offer training courses in amateur radio and host examinations leading to holding a licence to be able to use amateur radio transmitting equipment.

Other activities include various amateur radio related outdoor events including public demonstrations.

Data held, in general, falls within the GDPR category of 'Legitimate Interest' for the purposes of the running of the club. However, specific use cases are outlined within the section below.

2. Data Held

As a club, we only request the minimum amount of personal data from our membership and visitors required to administer the operation of the club – as detailed below.

2.1 Personal data

What Data is Retained?	<p>Personal data given by the member/visitor, including.</p> <ul style="list-style-type: none"> • Name • Address • Email address • Radio Callsign • Contact details • Additionally, for child/junior members we keep a record of their age (if under 16) and the name/address and full contact details of their parents/guardian
How is the Data held?	<p>All personal and other data is held on a Microsoft Cloud storage system ('OneDrive') the contents of which are only available to the club's data controller, Chair, Secretary and organising committee members. Additionally, a local encrypted copy of this data is held by the data processor to counter for any disaster recovery.</p>
Justification for the retention of personal data	<p>Address: In order to contact/notify the individual of the activities of the club and, for the safety/wellbeing of individuals should an accident or other issue occur during the club's activities.</p> <p>Phone: to contact/notify next of kin in case of emergencies</p> <p>Email: To contact/notify the individual of the activities of the Society</p> <p>Radio callsign: To identify members over the air</p> <p>Age: Only for junior members – to establish whether they are Junior or Adult – Junior members do not pay a membership fee. (In the case of a junior member we</p>

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	also hold the full contact details of parents/guardian for use in the event of accident or concerns over their welfare).
Data removal options	Request for the removal of personal data held can be made (in writing) to the current data processor – Note that if the requestor wishes to remain as a current member, then the Society will still require mandatory personal data to effectively administer the running of the club and for emergency use or concerns over the wellbeing of individuals (Address, contact details etc).
Photographs	<p>We do not request nor hold any photographs (printed or electronic) of our membership/visitors for our records – However, there may be social occasions when individuals may take photographs that may identify other individuals, known or unknown.</p> <p>Photographs images published on the group’s website as part of articles may remain there for as long as they serve the required illustrative purpose but will be deleted once they are removed.</p> <p>The club will not retain photographic records of any kind without the express permission of those persons identifiable within any such photographs.</p>
Paper Records	No paper records containing personal data are retained by the club.
Website Personal Data	<p>The club’s Website will only host a bare minimum of personal information consisting of Name & Callsign which is publicly visible – and this will only be with the express permission of the individual concerned.</p> <p>The website contains an online membership application form. Once submitted this information will be sent as an email to the Chairman, Secretary and Treasurer and deleted when processed. This form requires acceptance of club conditions and is protected by Captcha.</p> <p>The website contains public and members only data. The members only data can only be accessed by members with a login/password. A member’s photo will be included with the members consent (agreed on the club membership form)</p> <p>Exceptions to this would be the inclusion of a member’s email address and a profile. The content of the profile is completely under the control of each member in terms of the details they wish to provide.</p> <p>The website does contain historical copies (pre-1986) of old Bristol Callbooks which contain names and addresses. These are no longer in print and have been published for reference purposes.</p>
Data Sharing	Data is not shared with any third party
Data Removal	If a member does not renew their membership all their data will be deleted from the website within 3 months of the membership not being renewed.

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2.2 Email Data

What data is retained?	Personal data given by the member/visitor at the time of becoming a member or visiting the clubs' events. <ul style="list-style-type: none"> • Name • Email address
How is the data held?	Data is held on a Microsoft Cloud storage system ('OneDrive') the contents of which are only available to the societies data controller (currently treasurer), Chair, Secretary and organising committee. Additionally, a local encrypted copy of this data is held by the data processor to counter for any disaster recovery. Additionally, Email address Data will be retained within the individual email accounts of the members of the organising committee, as and when they send emails to the membership.
Justification for retaining this data?	Data is required as it is our preferred means of communicating to our membership who have email addresses and have provided us with consent to use their email addresses.
Data removal options	Request for the removal of personal data held can be made (in writing) to the current data processor – Note that if the requestor wishes to remain as a current member, then the society will still require the bare minimum of personal data (Name and contact information)
Data Sharing	Data is not shared with any third party.

2.3 Club Radio Logbooks

Description	By the very nature of Amateur radio groups, it is often the case when taking part in radio related activities, which would include 'special event' radio stations, radio contest activities, or general radio transmitting/receiving, to maintain a written or electronically stored 'Log' of all the contacts that have been made with other radio amateurs either within the UK or worldwide. These 'logs' would include the radio 'callsign' of the station contacted and may include the radio callsign of one of our members (the person who made that contact) – Although it is usual for us to use a generic callsign that only identifies the contact as being made by the SARC.
What data is retained?	The callsign of the remote station, and, possibly, the callsign of the member of the SARC who made that contact.
How is the data held?	On a dedicated PC used for radio logging purposes.
Justification for retention?	For historical (archival) purposes and for acknowledging the contact at a future date. Also used to make statistical comparisons with future events of the same type.
Data Removal options	An extremely unlikely request – but will be undertaken, wherever possible, upon written request to the data processor.

2.4 Social Media

Summary of Usage	SARC makes use of Group.IO and WhatsApp who have their own compliance policy and data controller.
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	No personal information published on the club's social media is retained by the club.
Group.IO Data	The club has a Group.IO private group only visible to members and membership is by invitation only. Members must create their own account on Group.IO to join (subscribe) to the clubs private group.
WhatsApp	The club has a WhatsApp private Chat group only visible to members and membership is by invitation only. Members must create their own account on WhatsApp to join the club's chat.

3. Data Processor

SARC person responsible for personal data processing is.

Clive Maby (Chairman and Webmaster)

Contact details: clive@themabys.co.uk

4. Data Access Rights

Where an individual's personal data is held by the club, the individual has the right to ask to see what information is held, and upon written receipt of such a request that data will be made available within the mandatory 30-day period stated under GDPR legislation. Requests should be sent in writing to the club's data processor.

5. Data Sharing Policy

All personal data held by the club will only be made available to the clubs Chairman, Secretary, Treasurer, and current committee. Personal data will not be shared to third parties, except for specific scenarios documented in Section 3 of this document.