

# Privacy Notice for Bromley and District Amateur Radio Society

## 1) Generally

- a) Bromley and District Amateur Radio Society (“B&DARS”) takes your privacy seriously. B&DARS is the “Data Controller” of the personal information that you provide to us and this Privacy Notice sets out how, why and for how long B&DARS will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them
- b) Our website is templated and hosted by Wordpress.com. Their Privacy Policy explaining how they handle site visitors’ personal information is at <https://automattic.com/privacy-notice/>

## 2) What B&DARS needs from you

- a) Personal information relating to B&DARS membership
  - i) When you join as a member of B&DARS or renew your membership B&DARS will ask you for your contact details – Just your name, email address and Callsign
- b) Personal information on our contact form
  - i) Just your name, email address (and Callsign if applicable) plus your query

## 3) Why B&DARS needs your personal information -

- a) Legitimate Interests
  - i) This data is necessary to provide you with the full benefits of B&DARS membership. If you do not provide us with all of the personal information above this may affect our ability to offer you our membership services and benefits and you may not receive the full benefits of membership.
  - ii) B&DARS may use our members’ personal information to send you the monthly Newsletter and any other B&DARS related information.
  - iii) To reply to any queries, you send to us through our website contact form
- b) Legal Obligations
  - i) In order to comply with any statutory or other legal obligation compelling B&DARS to pass personal information to a third party which has lawfully demanded that information. Nobody can recall any such demand for or passing of personal information in the past, but an obligation could arise suddenly and B&DARS would be obliged to comply.
  - ii) Certain legal requirements related to amateur radio training and licensing
- c) Other uses of your personal information
  - i) B&DARS may ask you if B&DARS can process your personal information for other purposes. Where B&DARS do so, B&DARS will provide you with an additional privacy notice explaining how B&DARS will use your information for these purposes

#### 4) Who B&DARS shares your personal information with

##### a) Other organisations

- i) B&DARS does not sell or supply any details of anyone to any commercial company or organisation nor does B&DARS accept paid advertising on our website or members email
- ii) B&DARS may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations
- iii) B&DARS may also share personal information with professional and legal advisors for the purpose of obtaining and acting upon advice
- iv) For those requesting training courses specific requirements, both legal and procedural, are necessary and further details will be provided when you apply for training.

##### b) Third party suppliers with access to members' personal data

- i) None apart from interaction on our Wordpress.com website – please see paragraph 1b above

##### c) Within B&DARS

- i) Your personal information relating to membership is accessed by our Membership Secretary, only for the purposes set out above. It is stored electronically in a home computer and the above user accesses it using password protected user accounts
- ii) If you make an enquiry from the website it will go to the officers of the Club who deal with your question and will be stored electronically on home computers

#### 5) How long B&DARS keeps your personal information

##### a) Personal information relating to membership

- i) During your membership and if you cease to be a member your personal information will be kept for up to 6 years unless you ask for it be deleted.
- ii) Holding data on former members for extended periods enables us to contact them if B&DARS has a special reunion or anniversary event to which former members are invited.
- iii) B&DARS would also need to keep data on former members in case of insurance or legal claims.
- iv) It makes it easier for former members to renew if their data is still on the system.

##### b) Personal information relating to website enquiries

- i) Your question and our answer will be kept for one year in case we receive similar enquiries.

#### 6) You have a right to:

- a) Change your communication preferences or restrict the processing of your personal data for specific purposes.
- b) Request that B&DARS corrects your personal data if you believe it is inaccurate or incomplete.
- c) Request that B&DARS deletes your personal information (the right to be forgotten) (this can be exercised in writing at any time but may prevent us delivering the membership services you are entitled to)

- d) Please email B&DARS through the contact form on our website if you have any comments about the above notice
- e) If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

24 May 2018