

# **South Manchester Radio and Computing Club (SMRCC), Also Known as South Manchester Radio Club (SMRC) Privacy Policy**

## **Context and overview**

### **Key details**

- \* Policy prepared by: Mr. D Crowe
- \* Approved by board / management on: 01/03/2024
- \* Policy became operational on: 14/03/2024
- \* Next review date: Every 12 months from becoming operational.

- We ensure that all personal data is collected in a fair and lawful manner and used only for specified purposes.
- We ensure that personal data sought is adequate, relevant and not excessive for the purpose.
- We aim to ensure that the personal data we keep is accurate and up-to-date. To achieve this we do need individuals to tell us of changes to their personal data
- We keep personal data secure at all times.
- We keep personal data no longer than is necessary.
- We routinely dispose of personal data in line with SMRCC/SMRC Data Retention and Disposal Policy of 24 months for Training and 7 years for all other information held. Unless required by law or the clubs insurers to be kept for a longer period.
- We take appropriate technical and organisational measures against unauthorised and unlawful processing, accidental loss, destruction or damage to personal data.
- We share your personal data only with relevant third parties that we have engaged with to process your data for the performance your membership with us, or to provide members with relevant services, or if we are required to do so by law or regulation. Before transferring personal data, we ensure that the receiving organisation has appropriate data protection policies.
- We do not transfer personal data to third parties for marketing purposes.
- You have the right to obtain copies of any personal data we hold about you, including copies of recordings of calls held with us. This is called a Subject Access Request (SAR). If you wish to log an SAR, or have any other query about how we process your personal data, please contact us using the contact form.