



# SALISBURY & DISTRICT AMATEUR RADIO SOCIETY

CLUB CALLSIGN G5SRS · AFFILIATED TO THE RSGB

## PRIVACY NOTICE

HOW WE USE YOUR PERSONAL  
DATA · POLICY P2

| ADOPTED BY<br>COMMITTEE | DATE ADOPTED | VERSION | REVIEW DUE |
|-------------------------|--------------|---------|------------|
| .....                   | .....        | .....   | .....      |

This notice explains what personal information the Salisbury & District Amateur Radio Society holds about you, why we hold it, who we share it with and how long we keep it. It applies to members, people applying to join, visitors, people on our training courses, and anyone who contacts us.

### 1 WHO WE ARE

The Salisbury & District Amateur Radio Society is an unincorporated members' club, affiliated to the Radio Society of Great Britain, operating the club callsign G5SRS. For data protection purposes the Society is the **data controller** for the information described here. Day-to-day responsibility sits with the Secretary and the Treasurer.

|                                    |                                                                  |
|------------------------------------|------------------------------------------------------------------|
| <b>Contact for data protection</b> | Secretary, Salisbury & District Amateur Radio Society —<br>..... |
|------------------------------------|------------------------------------------------------------------|

### 2 WHAT WE COLLECT AND WHY

| Information                                                                              | Why we hold it, and our lawful basis                                                                                                                                                |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name, address, email, telephone                                                          | To administer your membership and contact you about meetings and club business — <b>contract</b> and <b>legitimate interests</b> .                                                  |
| Callsign, licence class, RSGB membership number, previous callsigns                      | To run the club station lawfully, enter members for events, and confirm eligibility for club activities — <b>legitimate interests</b> .                                             |
| Date of birth, where the member is under 18                                              | To apply our safeguarding policy correctly — <b>legal obligation</b> and <b>legitimate interests</b> .                                                                              |
| Emergency contact details                                                                | So we can reach someone if you are taken ill or hurt at a club activity — <b>vital interests</b> .                                                                                  |
| Health information you choose to tell us, and medical details on a parental consent form | So that we can keep you or your child safe during activities. This is special category data, held with your <b>explicit consent</b> , or where necessary to protect someone's life. |
| Subscription and payment records, expenses and reimbursements                            | To keep proper accounts and report to the AGM — <b>contract</b> and <b>legal obligation</b> .                                                                                       |
| Attendance records, station operating log entries, equipment loan records                | To meet the conditions of the amateur licence, to know who has club property, and for insurance — <b>legal obligation</b> and <b>legitimate interests</b> .                         |
| Training and examination records                                                         | To run courses and enter candidates for their examinations — <b>contract</b> .                                                                                                      |
| Accident, incident and safeguarding records                                              | To meet our health and safety and safeguarding duties — <b>legal obligation</b> and, for special category data, the <b>substantial public interest</b> in safeguarding.             |
| Photographs and video of club activities                                                 | To promote the club and record its activities — with your <b>consent</b> , which you can withdraw at any time.                                                                      |
| Newsletter and mailing list membership                                                   | To send you club news — with your <b>consent</b> .                                                                                                                                  |

### 3 WHO WE SHARE IT WITH

We do not sell your data and we do not pass it to anyone for marketing. We share the minimum necessary with:

- **The RSGB**, for affiliation returns, insurance, examination entries and Novice or special event callsign applications.
- **Ofcom**, where a licence application or condition requires it.
- **Our insurers**, where a claim or an accident report requires it.
- **The owner of a venue we use**, where they require a list of attendees for access or fire safety.
- **Our bank**, for payments in and out.
- **Statutory agencies** — the local authority, the police, or emergency services — where our safeguarding policy or the law requires it, or to protect someone from serious harm.
- Other members, but only your name and callsign, and only on a membership or attendance list circulated within the club, where you have agreed to that on your membership form.

Our email, website and any cloud storage we use are provided by mainstream suppliers who may process data outside the UK. Where that happens, the transfer is covered by the safeguards those suppliers put in place.

#### 4 HOW LONG WE KEEP IT

|                                                                |                                                                         |
|----------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Membership records</b>                                      | 24 months after membership ends, then deleted or destroyed              |
| <b>Financial records, including subscriptions and expenses</b> | 6 years after the end of the financial year                             |
| <b>Accident and incident reports</b>                           | 3 years, or until the person's 21st birthday where they were under 18   |
| <b>Safeguarding records</b>                                    | Until the young person's 25th birthday, or 6 years, whichever is longer |
| <b>Station operating log and equipment records</b>             | As required by the licence, and while the equipment is held             |
| <b>Training and examination records</b>                        | 3 years after the course ends                                           |
| <b>Visitor slips</b>                                           | 12 months from the visit                                                |
| <b>Photographs</b>                                             | Until you withdraw consent, or the image is no longer used              |
| <b>Committee minutes and the Society's own records</b>         | Kept permanently as the club's archive                                  |

#### 5 HOW WE KEEP IT SAFE

Records are held by the officers who need them — mainly the Secretary and the Treasurer — on password-protected devices and accounts, and paper records are kept in a closed file that is not left unattended at meetings. Officers pass records to their successor when they hand over, and delete their own copies. We ask members not to circulate club lists more widely than the club, and to use blind copy when emailing the membership.

#### 6 YOUR RIGHTS

You have the right to ask us for a copy of the information we hold about you, to have it corrected if it is wrong, to have it deleted where we no longer need it, to restrict or object to how we use it, and to receive it in a portable form. Where we rely on your consent — photographs, the mailing list, the circulated membership list — you can withdraw it at any time, and doing so will not affect your membership.

Write to the Secretary at the address above. We will respond within one month. There is no charge, unless a request is excessive or repeated.

#### 7 PHOTOGRAPHS AT CLUB EVENTS

Members and visitors take photographs at club events, and we may use them on our website, in the newsletter and on social media. We ask on the membership and parental consent forms whether you agree to this. If you would rather not appear, tell the Secretary or the person taking the photograph and we will not use it. We do not publish a full name together with a location for anyone under 18, and we remove any image on request.

#### 8 COMPLAINTS

If you are unhappy with how we have handled your information, please tell the Secretary first so that we can put it right. You can also complain to the Information Commissioner's Office.

|                                   |                                                                                     |
|-----------------------------------|-------------------------------------------------------------------------------------|
| Information Commissioner's Office | Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF · 0303 123 1113 · ico.org.uk |
|-----------------------------------|-------------------------------------------------------------------------------------|

## 9 CHANGES TO THIS NOTICE

The Committee reviews this notice at least once a year and whenever the way we handle data changes. The current version is given to new members with their application form, is available to any member on request, and is published on the club website.

|                   |                       |       |
|-------------------|-----------------------|-------|
| ADOPTION          |                       |       |
| <hr/>             | <hr/>                 | <hr/> |
| CHAIR — SIGNATURE | SECRETARY — SIGNATURE | DATE  |

Template prepared for the Society to adopt. The Committee should fill in the contact details, confirm the retention periods suit how the club actually works, and check the notice against the RSGB's own privacy information. It is not legal advice.