

**NATIONAL COUNCIL**  
**FOR**  
**METAL DETECTING**

**CONSTITUTION**

Agreed version for implementation with effect from the 1995 Annual General meeting

1. Amended AGM 1997
2. Amended AGM 1998
3. Amended AGM 2000
4. Amended AGM 2005
5. Amended AGM 2006
6. Amended AGM 2007
7. Amended AGM 2011
8. Amended AGM 2013
9. Amended AGM 2014
- 10 Amended AGM 2016

## 1. NAME

The name shall be THE NATIONAL COUNCIL FOR METAL DETECTING, hereinafter referred to as THE NATIONAL COUNCIL or THE NCMD.

## 2. OBJECTS.

The objects of the National Council shall be: -

- a) To promote, protect and encourage the hobby of metal detecting for its members.
- b) To protect the hobby of metal detecting from attack, control or legislation which inhibits or compromises existing freedoms.

## 3. MEMBERSHIP.

i) Membership of the National Council shall be open to all those individuals who are accepted as a member of an NCMD organisation at local or regional level conditional upon, freedom from conviction for any offence relating to metal detecting activities, payment of all relevant subscriptions and levies, and adherence to the NCMD current Code of Conduct (as at Appendix 'A' of this constitution.)

ii) Membership of the National Council's Executive Committee shall be drawn from the appointed representatives of all recognised NCMD Regions.

iii) Organisations formed from a group of Metal Detecting Clubs and seeking representation on the Executive Committee of the NCMD shall acknowledge acceptance of The Role and Duties of the NCMD Regions as set out in Appendix 'B1' of this Constitution, then make application in writing to the General Secretary who will bring it before the next appropriate meeting of the Executive Committee for consideration and the necessary approval. To safeguard the interests of Regions, any detecting club applying to join the NCMD through the Membership or General Secretary, should be joined through the appropriate Regional organisation if accepted by that Region. The Central Register should only be chosen if the club is located in an area not covered by a Region or specifically wishes not to be joined through a Region. A decision to refuse membership and the reasons for doing so will be given in writing to failed applicants by the General Secretary following the decision by the NCMD.

iv) There shall also be a facility for special classes of membership and the Executive Committee shall be empowered to offer affiliate membership to individuals and organisations, including those with vested commercial interests, if such membership be considered beneficial to the hobby. These commercial interests should in no way compromise the objectives of the NCMD or commit the NCMD to any unauthorised financial or dubious practices The Executive Committee shall review these memberships annually.

v) . To safeguard the interests of the Central Register Club and Individual and Associate members in the absence of appointed Delegates drawn from those bodies, representation will be undertaken by the

Chairman, General Secretary, Assistant General Secretary and the Membership Secretary. Delegates drawn from the membership of the Central Register Clubs or the Independent and Associate members will substitute for one or more of the Officers up to the required level of four Delegates or representatives. Appointed Delegates are to be elected on a yearly basis.

vi) In order to reward services to the hobby of metal detecting The Executive Committee may elect Honorary Members and Honorary Life Members to the NCMD. For exceptional services Honorary Presidency may be offered to individuals. Such posts shall carry neither duties nor voting powers.

vii) The Executive Committee shall be empowered to refuse or cancel the membership of any organisation or individual In line with the NCMD Equality Policy.

There will be an appeal procedure to a sub-committee appointed by the Executive Committee and convened for such a purpose. The decision of that subcommittee shall be final.

#### 4. **SUBSCRIPTIONS.**

The Annual Subscription shall be decided upon at the last General Meeting held prior to 31 December in any calendar year to take effect from 1 April immediately following. The Executive Committee shall be empowered to seek additional funds by way of a levy on total membership.

Subscriptions collected and held by regions on behalf of the NCMD shall be paid to the NCMD Treasurer by, or at, the NCMD meeting immediately following their collection.

Payment of Annual Subscriptions shall be completed by the last day of March of the year for which they were set.

#### 5. **ANNUAL GENERAL MEETING.**

The Annual General Meeting shall be held not later than the 30th June and the General Secretary shall give written notice, of at least twenty-eight days, to all members. The notice shall contain details of retiring Officers and invite nominations to fill those vacancies.

Nominations for vacant offices shall be submitted in writing to the General Secretary at least 14 days prior to the meeting. Both proposer and nominee shall sign nomination forms. Details of nominations will be circulated to the Executive Committee within 14 days of the AGM once they become known to the General Secretary

In the event of no written nominations being received within the above time scale, nominations may be accepted from members present at the meeting.

The advance notice of the Annual General Meeting shall also contain any proposed alterations to the current constitution.

#### 6. **ORDINARY MEETING.**

Ordinary Meetings of the Executive Committee shall be held at least three times annually, preferably

evenly spaced throughout the year. The General Secretary to give at least 28 days' notice of such meetings.

7. **EXTRAORDINARY GENERAL MEETINGS.**

Fifty percent of the Officers of the National Council shall be empowered to call an Extraordinary General Meeting, by giving notice of at least seven days, and stating the purpose for such a meeting.

8. **CONDUCT OF BUSINESS.**

The formation of all committees and subcommittees and the conduct of all their meetings and business, shall be in accordance with the current set of NCMD Standing Orders, as contained in Appendix 'C' of this document and within the wording and spirit of this constitution.

9. **OFFICERS of the NCMD**

The Principal Officers of the NCMD shall be: **President**

Elected at an A.G.M. for a period of three years.

The President will be a member of the Executive.

**Duties:** The guardianship of the constitution, good name, and principles of the NCMD. Superintendent of the general policy, in an advisory capacity. Representing the NCMD at official or social functions, when requested.

The Executive Officers of the NCMD shall be: -

**Chairman. Vice Chairman . Treasurer. General Secretary. Assistant General Secretary. Membership Secretary.**

**Chair.** The Chair is the chief executive Officer of the NCMD, elected by vote at an A.G.M. and holding the appointment until the following A.G.M.

**Duties:** The duties of this Officer encompass the co-ordination of all NCMD business without exception. Within this capacity, the Chair holds the authority of the NCMD to direct at all times the activities and actions of all Executive Committee Officers engaged on any or all NCMD business, subject only to the current directives of the Executive Committee. The Chief Executive Officer is automatically the Chair of all meetings of the Executive Committee of the NCMD and is responsible for conducting the business of those meetings, and ensuring Standing Orders are applied. The Chair is, ex officio, a member of any NCMD committee or subcommittee, with the exception of the Policy Management Team.

**Vice Chair.** The election of the Vice-Chair shall be at an A.G.M., for the same period as the Chair.

**Duties:** This Officer assumes all the duties of the Chair in the latter's absence.

**General Secretary.** This Officer is elected at an A.G.M. for a period of three years.

In accordance with the will and mandate of the Executive Committee this Officer conducts the administrative business of the National Council.

With full support of the Chair this Officer may require any Officer of the NCMD or any other NCMD mandated person to submit to the Executive Committee, details of any proposed verbal written or physical action related to outside bodies prior to the undertaking of such, unless the Executive Committee has previously agreed otherwise.

This Officer is the principal liaison source to all other bodies outside the NCMD, other than the public media and is authorised to call upon any other Officer of the NCMD for aid or co-operation. The Assistant General Secretary and the Minuting Secretary are responsible to the General Secretary.

This Officer is responsible for all the administrative arrangements of Executive Committee meetings.

This Officer has, as a primary responsibility at the direction of the Chair, the task of ensuring the presentation to the Executive Committee of the order of business (agenda) for any Executive Committee meeting, the provision of any documents or papers relevant thereto, and the accurate recording and keeping of minutes for those meetings.

This Officer is responsible for Data Protection and is the registered Data Controller. (Appendix F)

**Assistant General Secretary.** This Officer is elected at an A.G.M. for a term of three years.

Duties: This Officer is mandated to assist the General Secretary in all duties, tasks and other activities of the NCMD in such a manner, that they form and/or maintain a cohesive policy strategy.

**Treasurer.** The Treasurer is elected for a period of three years by vote at the A.G.M.

Duties: The Treasurer has charge of all moneys subscribed or disbursed and keeps the accounts of the NCMD. He will render annually to the NCMD a written statement of the accounts which has been examined by the persons appointed by the NCMD Executive Committee for that purpose. The Annual Accounts will incorporate an analysis under the various heads of all moneys received and expended on behalf of the NCMD. This Officer shall give report on the NCMD current financial state at each Ordinary meeting of the National Council. The Treasurer will undertake the booking of venues and the provision of required materials and refreshments.

**Membership Secretary.** This Officer is elected at an AGM for a period of two years.

Duties: This Officer undertakes the following duties: -

Distribute all membership cards to Clubs, Regions and Individual Members.

Keep an up-to-date record of all membership subscriptions collected and forwarded to the NCMD Treasurer.

Post out receipts on behalf of Treasurer, to Individual Members.

Post out membership renewal reminders to Individual Members.

Send out Reconciliation Sheets to all Central Register clubs.

Ordering or co-opting the ordering of membership cards.

**General responsibilities of all NCMD Officers**

For a serving NCMD Officer with conflicting interests between Regional and National Council responsibilities, allegiance to the National Council shall prevail.

An NCMD Officer may tender his resignation at my time and in such an event the Executive Committee may fill the vacancy on a casual basis until the next A.G.M.

An NCMD Officer may be asked to resign at any time if 50% of the members of the Executive Committee shall require this. An Extraordinary General Meeting shall be convened for this purpose.

There shall also be a facility for the Executive Committee to appoint additional Officers. These appointments are to be non-executive, activated for specific tasks, fixed term, reviewable, and be responsible to the Executive Committee, which shall be empowered to activate or deactivate them by a simple majority vote.

Unless otherwise decreed by the Executive Committee, it is the duty of all Officers to confine their NCMD representational activities to those defined in the preceding job descriptions. In 'grey' areas, they are obliged to consult with and accept the directive of the Chair.

**10. POLICY MANAGEMENT TEAM.**

The Executive Committee shall form a Policy Management Team responsible for matters of policy between quarterly meetings, to be reported at a full committee meeting.

In consultation with each other, they may make decisions and authorise statements on behalf of the NCMD, with the approval of the NCMD Officers.

**11. DELEGATES.**

The Delegates shall consist of four members from each Region.

In accordance with "3 (iv)" of this constitution, commercial interests may send up to two members each as observers, but will not have any voting rights and may address meetings only with the permission of the Chair.

The names of all authorised members shall be notified to the General Secretary immediately following the A.G.M. and any subsequent changes should be notified as soon as they are made.

Casual absences may be filled by substitute members, who must be identified to the General Secretary at the commencement of the meeting.

## 12. **EXECUTIVE COMMITTEE.**

The Executive Committee shall consist of the Officers and the Delegates, together with any persons who may be co-opted from time to time for specific purposes.

## 13. **VOTING**

Voting at all meetings shall be by a show of voting cards, unless more than 50% of voting members present request a secret ballot.

Voting cards shall be issued at the commencement of each meeting and returned thereafter to the General Secretary. In the event that more than one nomination is received for filling an Officer post up for re-election or a vacant post, a resumé of applicants' knowledge and experience will be circulated to the Executive Committee at least 14 days prior to the AGM, so as to determine the most suitable applicant for a given post. The recommended candidate shall then be announced to the full committee at the AGM.

The Officers of the National Council shall not be entitled to vote excepting: -

- i) The Chair may use a casting vote in the case of an equality of votes.
- ii) As a substitute member of the Executive Committee.

Affiliated members, honorary members, invited members, co-opted members and members of subcommittees, will not have voting powers.

### **13A. Quorum for general meetings**

No business other than the appointment of the chair of the meeting is to be transacted at a meeting if the persons attending it do not constitute a quorum. 40% present in person or by proxy shall be a quorum.

### **Composition of the Executive and Quorum**

At a meeting of the NCMD unless a quorum is achieved, no proposal is to be voted on, except a proposal to call another meeting. The quorum for meetings of the NCMD may be fixed from time to time by a decision of the executive at an AGM, but it must never be less than 40% including Executive and Delegates and unless otherwise fixed it is 40% including Executive and Delegates. If the total number of executive Officers for the time being is less than the quorum required, the Officers must not take any decision other than a decision to: EITHER to fill a casual vacancy arising among the Officers; OR ADJOURN to call a general meeting so as to enable the members to fill a casual vacancy arising among the executive Officers

No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

14. **MANAGEMENT OF NATIONAL COUNCIL AFFAIRS.**

(i) The day-to-day management of the National Council shall be carried out by the Officers and this may be without need to convene a formal meeting.

(ii) The Executive Committee shall be responsible for the overall management of National Council affairs.

(iii) The Executive Committee shall be empowered to appoint subcommittees and may also co-opt members for specific purposes.

15. **FINANCES.**

The funds of the National Council shall be lodged with a recognised national bank or Building Society with Public Liability Company status.

All cheques and other negotiable instruments shall be signed by any two of the approved signatories.

Excepting for payments to statutory bodies, no payments over the amount of £500 (five hundred pounds) shall be made without the approval of the Executive Committee.

The Financial accounting Year of the National Council shall be from 1st April to the following 31st March.

At each Annual General Meeting two persons shall be appointed to examine the NCMD Annual Accounts on behalf of the NCMD Executive Committee. These persons shall serve until the next Annual General Meeting and will be empowered to employ professional accountancy aid if they feel it necessary. The Officers of the National Council shall be empowered to fill any casual vacancy which may occur.

The NCMD accounts are to be examined by a professional accountant.

16. **CONSTITUTION.**

There shall be no amendments made to the constitution excepting at an Annual General Meeting, or at an Extraordinary General meeting called for that purpose.

In any conflict between the actions of the NCMD and this constitution, the constitution will prevail. The Constitution document shall be made available to all members on request.

17. **LIABILITY.**

Only the Executive Committee of the National Council may commit it to financial or physical liability.

**18. WINDING UP PROCEDURE.**

The National Council for Metal Detecting may be wound up by a two-thirds majority vote of the Executive Committee, in response to a properly advised motion proposed by one recognised NCMD Regional Organisation and jointly seconded by two others. Such a motion shall be the sole business of an Extraordinary General Meeting called by the General Secretary for this purpose.

Any surplus assets remaining, following payment of all known claims shall be disbursed to existing member Regional Organisations and Centrally Registered Clubs, in proportion pro rata to their total subscriptions paid to the NCMD during the previous three financial years. This shall be the duty of the Executive Committee, who shall take legal and / or financial advice, should this be necessary.

**19. APPENDICES.**

Appendix A to this constitution (attached) shall be the current NCMD Code of Conduct.

Appendix B1 to this constitution (attached) shall be The Role & Duties of Regions

Appendix C to this constitution (under separate cover) shall be NCMD Standing Orders.

Appendix D to this constitution (attached) shall be the NCMD policy statement on the recording of finds data with third parties.

Appendix E to this constitution (attached) shall be the NCMD Equality Policy.

Appendix F to this constitution (attached) shall be the Privacy Policy.

# **The National Council for Metal Detecting**

## **Code of Conduct**

1. Do not trespass. Obtain permission before venturing on to any land.
2. Respect the Country Code, leave gates and property as you find them and do not damage crops, frighten animals or disturb nesting birds.
3. Wherever the site, do not leave a mess or an unsafe surface for those who may follow. It is perfectly simple to extract a coin or other small object buried a few inches below the ground without digging a great hole. Use a suitable digging implement to cut a neat flap (do not remove the plug of earth entirely from the ground), extract the object, reinstate the grass, sand or soil carefully, and even you will have difficulty in locating the find spot again.
4. If you discover any live ammunition or any lethal object such as an unexploded bomb or mine, do not disturb it. Mark the site carefully and report the find to the local police and landowner.
5. Help keep Britain tidy. Safely dispose of refuse you come across.
6. Report all unusual historical finds to the landowner, and acquaint yourself with current NCMD policy relating to the Voluntary Reporting of Portable Antiquities in England and Wales and the mandatory reporting requirements in Scotland. See:  
<http://www.treasuretrovescotland.co.uk/index.asp>
7. Remember it is illegal for anyone to use a metal detector on a designated area (e.g. Scheduled Monuments (SM), Sites of Special Scientific Interest (SSSI), or Ministry of Defence property) without permission from the appropriate authority. It is also a condition of most agri-environment agreements that metal detecting access is subject to certain rules and regulations including mandatory finds recording. Details of these agreements and the access conditions they impose are detailed on the NCMD website.
8. Acquaint yourself with the terms and definitions used in the following documents: -
  - (1) Treasure contained in the Treasure Act 1996 and the associated Code of Practice, making sure you understand your responsibilities.
  - (2) Advice for Finders of Archaeological Objects including Treasure 2006.
  - (3) The voluntary Code of Practice for Responsible Metal Detecting to which the NCMD is an endorsee.
  - (4) Advice for finders in Scotland: see <http://www.treasuretrovescotland.co.uk/html/finders.asp>
9. Remember that when you are out with your metal detector you are an ambassador for our hobby. Do nothing that might give it a bad name.
10. Never miss an opportunity to explain your hobby to anyone who asks about it.

### **Appendix A to the NCMD Constitution**

Revised February 2000 Amended AGM

June 2012

## **THE ROLE AND DUTIES OF REGIONS**

### **Role: -**

To promote, protect and Encourage the hobby of metal detecting at regional and local levels.

To represent the interests of ALL members, within the best interests of the hobby as a whole.

To maintain and to contribute to the formation of national policy via membership of the NCMD.

To liaise with the media and non-detecting organisations at regional and local levels.

To arbitrate and mediate in inter-member disputes at regional and local levels.

To undertake any other activity which is conducive to the good of its members and the metal detecting hobby as a whole.

### **Duties: -**

To conduct its business via a democratic structure of Officers and committee elected from within its membership.

To conduct its business via a constitution based upon natural justice, which is in the best interests of its members within the best interests of the hobby as a whole. A copy of this constitution to be available to any members upon request.

To have within its constitution a facility for disciplining errant members via reprimand suspension or expulsion. And, to have a just appeal procedure in such cases.

To maintain and contribute to national policy by an acceptable level of attendance and participation at NCMD meetings.

To accumulate relevant accurate information concerning the hobby and to disseminate it via the hobby structure to members National Council, or both.

To conduct its finances in an open manner and within two months of the financial year-end, to publish a statement of accounts to its members, which have been examined by persons appointed by the region for that purpose.

To undertake any other activity necessary for the well-being of its members and the metal detecting hobby as a whole.

### **Appendix B1 to the NCMD Constitution**

Amended AGM November 1997.

## **NCMD POLICY STATEMENT ON THE RECORDING OF FINDS DATA WITH THIRD PARTIES**

The NCMD recognizes that landowners in England and Wales\* hold a greater legal title to all non-Treasure items found by metal detection or other means on their land. In doing so, NCMD members need to recognize that they have a duty of care to ensure that they uphold this at all times. This duty also includes an intent to ensure that before seeking to record any finds and find spots with third parties they have full permission from the landowner/tenant/occupier to do so and then only to an accuracy and detail to which all relevant parties feel comfortable. Issues surrounding the potential publication of find spots data, such as on the Internet and elsewhere as well as the possible wider use of such data by third party recipients should be considered in discussions with landowners. Where necessary, recording organisations such as the Portable Antiquities Scheme should be informed of any required restrictions on publication at the time of recording and should make provision for this information on recording forms and/or receipts.

Where a landowner/tenant/occupier has entered into an agri-environment Scheme agreement after 2008 it is conditional that all finds discovered whilst metal detecting are made available for recording by the Portable Antiquities Scheme. Detectorists are reminded to follow at all times the terms and conditions laid down in the voluntary Code of Practice for Responsible Metal Detecting when searching such land.

*\*The position in Scotland is different whereby all objects whose original owner or rightful heirs are unknown are the property of the Crown and can be claimed by the Crown. This means that neither finders nor landowners have any title to the material although the finder is normally eligible for a full market value "ex-gratia" reward if the Crown claims the object. The Treasure Trove Unit ([www.treasuretrovescotland.co.uk](http://www.treasuretrovescotland.co.uk)) will normally require findspots details, but there is no requirement for finders to obtain landowner's permission to record this information. NCMD members have a duty of care to ensure that they comply with Scotland's Treasure Trove Laws at all times.*

### **Appendix D to the NCMD Constitution**

AGM June 2012.

# **National Council for Metal Detecting: Equality Policy**

## **1. Policy Objectives**

1.1. The National Council For Metal Detecting (NCMD) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no applicants, office holders, volunteers, participants or members (together "Stakeholders") are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the "Protected Characteristics").

## **2. Purpose of the Policy**

2.1. The NCMD recognises that individuals (and/or certain groups in our society who share one or more Protected Characteristics) may not have been able to participate equally and fully in hobby related activities in the past. In some instances this may have been as a result of unlawful discrimination.

2.2. This Policy has been produced to try to prevent and address any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in hobby related activities.

## **3. Legal Requirements**

3.1. The NCMD is required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to The NCMD.

3.2. The NCMD will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

## **4. Discrimination, harassment, bullying and victimisation**

The NCMD recognises the following as being unacceptable:

4.1. Unlawful discrimination which can take the following forms:

4.1.1. Direct Discrimination: treating someone less favourably than you would treat others because of a Protected Characteristic.

4.1.2. Indirect Discrimination: applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice can disadvantage individuals with a particular Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified.

4.2. Harassment: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. The NCMD is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.

4.3. Bullying: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.

4.4. Victimization: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

4.5. The NCMD regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any Stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

## **10. Complaints Procedures**

10.1. To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality Policy may raise the matter through the NCMD Executive, or by contacting the General Secretary.

10.2. Appropriate disciplinary action will be taken against any NCMD Stakeholder who violates this Equality Policy.

10.3. An individual raising a grievance will not be penalised for doing so unless it is untrue and not made in good faith.

10.4. As with all grievance and disciplinary procedures, the final point of appeal relating to this policy is the NCMD Executive committee.

### **Appendix E to the NCMD Constitution.** **NCMD November 2011**

**NATIONAL COUNCIL FOR METAL DETECTING**  
**DATA PROTECTION PRIVACY POLICY**

**DATA PROTECTION PRINCIPLES**

There are eight main principles within the Act. Specifically, the Principles require that personal data:

- 1) Shall be processed fairly and lawfully and shall not be processed unless specific conditions are met;
- 2) . shall be obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with that purpose or those purposes;
- 3) . shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- 4) . shall be accurate and where necessary, kept up to date;
- 5) . shall not be kept for longer than is necessary for that purpose or those purposes;
- 6) . shall be processed in accordance with the rights of the data subject under the Act; and that:
- 7) . appropriate technical or organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage to personal data;
- 8) . personal data shall not be transferred to a country or territory outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of their personal data.

*The National Council for Metal Detecting is a registered Data Controller under the Data Protection Act 1998. Registration Number Z1802485*

**PURPOSE**

An essential activity within the National Council for Metal Detecting (hereafter known as The NCMD) is the requirement to gather and process information about its members in order to operate effectively. This will be done in accordance with the Data Protection Act 1998 (the Act), and other related government legislation.

The NCMD - acting as custodians of personal data - recognises its moral duty to ensure that all such data is handled properly and confidentially at all times, irrespective of whether it is held on paper or by electronic means. This covers the whole lifecycle, including:

- The obtaining of personal data;
- The storage and security of personal data;
- The use of personal data;
- The disposal / destruction of personal data.

The NCMD also has a responsibility to ensure that data subjects have appropriate access - upon written request - to details regarding personal information relating to them.

## **PERSONAL DATA HELD ABOUT NCMD MEMBERS WILL BE RESTRICTED TO -**

- Name
- Address
- Phone number
- Mobile phone number
- Email address
- Membership number
- Club and or Region

### **USE OF PERSONAL DATA:**

- 1) The Personal Data collected from you may be processed by The NCMD to enable it to contact you by electronic mail, postal mail or telephone, to communicate details of resources and materials, events, seminars, publications and news bulletins.
- 2) The information we hold may be used by the committee members for the purpose of NCMD duties.
- 3) Your personal data will, on occasion, be made available to third parties who perform services (e.g. solicitors, auditors, its insurers Perkins Slade etc) or communicate on behalf of The NCMD to its members via newsletters or other printed matter (e.g. Warners Plc etc).
- 4) Any such disclosures will be subject to written contracts, confidentiality requirements and/or security arrangements where necessary in order to protect your personal data.

### **DISCLOSURE OF PERSONAL DATA**

The NCMD may disclose Personal Data if required to do so by law or in the good-faith and belief that such action is necessary to:

- 1) . confirm to the edicts of the law or comply with legal process served on The NCMD:
- 2) . protect and defend the rights or property of the NCMD

### **JURISDICTION AND CHOICE OF LAW**

This Data Protection Policy shall be governed by the law of England & Wales, and You shall submit to the exclusive jurisdiction of the English Courts.

### **Appendix F to the NCMD Constitution.**

NCMD 2009