

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.