

NCMD Policy No 15 Issue.1

Data Protection

The National Council for Metal Detecting (NCMD) is a registered Data Controller under the Data Protection Act 2018 (The Act). [Registration number Z1802485](#).

There are eight main principles within The Act.

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.
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 personal data.

Purpose

In order to operate effectively as a member organisation, the NCMD needs to gather and process information about its members. This will be done in accordance with The Act and related legislation.

The NCMD – acting as custodians of personal data – recognises its moral duty to ensure that all such data is handled properly and confidentially, irrespective of whether it is held on paper or by electronic means. Access to personal data on the NCMD database shall be restricted to the Database Holder (Membership Secretary), Data Protection Officer (General Secretary) and, where the data subject is a member of a Registered Club, the Membership Secretary/Treasurer of that Club. The Database Holder may, on occasion, issue temporary access to cover holidays etc. Except for inputting data from postal applications, which is done by the Treasurer, this covers the whole lifecycle, including:

- a) The obtaining of personal data.
- b) The storage and security of personal data
- c) The use of personal data
- d) The disposal of personal data

The NCMD shall ensure that data subjects have appropriate access, on written request, to details regarding personal information relating to them. Contact the General Secretary:
generalsecretary@ncmd.co.uk

Members' personal data will be restricted to

- a) Name
- b) Address
- c) Home phone number
- d) Mobile phone number
- e) Email address
- f) Membership number
- g) Club
- h) Date of Birth

Use of personal data

1. The personal data collected may be processed by the NCMD to enable it to contact members by electronic mail, postal mail, or telephone, to communicate details of resources and materials, events, seminars, publications, and news bulletins.
2. The information held may be used by the Policy Committee Members to carry out their duties.
3. Personal data may be made available to third parties to perform services (e.g. Database hosting company, solicitors, auditors, insurers etc.) or to communicate on behalf of the NCMD to its members via newsletters or other printed matter.
4. Any such disclosures will be subject to written contracts, confidentiality requirements and/or security arrangements where necessary to protect personal data.

Disclosure of personal data

The NCMD may disclose personal data if required to do so by law or in good faith and belief that such action is necessary to:

- a) Confirm the edict of the law or comply with legal process served on the NCMD.
- b) Protect and defend the rights or property of the NCMD.

Retention of Data

Data will be kept for a period of 2 years following the data subjects' departure from the organisation unless that subject left or was removed due to gross misconduct. In this case data will be kept for 10 years. The Database Holder will review the database for outdated personal data annually in April.