
The 7mm Narrow Gauge Association Privacy and Data Protection Policy

January 2024

The Objectives of The 7mm Narrow Gauge Association (the Association), as set out in the Articles of Association, are to promote and foster interest in narrow gauge railway modelling in 7mm/ft (1:43) and similar scales and encourage the development and advancement thereof.

To fulfil these objectives, it is necessary to collect corporate data about the organisations we have dealings with, and personal data about members and customers of the Association. This document sets out the Association policy regarding personal data.

The Association takes privacy seriously and is committed to protecting personal information. This policy sets out the data the Association collects and how it uses the information members provide. The Association has its own procedures for controlling access to the personal information held.

The Data Protection Act 2018 sets out the rules for the collection, use and retention of personal information by organisations and applies to the Association.

The Association collects personal information from individuals when they apply for membership of the Association. This includes name, address, and where provided, telephone number(s) and email address. This is recorded on a secure membership database. This database is used to manage the Association's obligations to members such as the distribution of the bimonthly magazine and newsletter (Narrow Lines and Narrow News) and occasional members' surveys.

The membership database is a management tool. It is used to record whether membership subscriptions have been renewed and the method of payment. The database is updated as members renew their membership to show their continuing membership. Where payment has not been received by 1 January, the database is annotated to show that renewal is late and where payment has not been received by 1 March, the entry is annotated to show that membership has lapsed. Information on lapsed members is retained for up to a year and then deleted.

For customers who are not members of the Association, the Association only holds customer's data in order to provide the service being sought by the customer. The data may be recorded on computer systems in accordance with applicable regulations in the UK and the Articles of Association. Access to the data by the Association's officers is controlled by the Association's directors in accordance with their internal procedures. In particular, credit card information is processed in accordance with the standards set by the payment processing provider and by the Payment Card Industry Data Security Standards.

It is a legal requirement for financial data, including the amount, the purpose and from whom payments were received to be retained for six years to support the annual accounts submitted to the tax authorities. This includes information about subscriptions.

The Association has several local Area Groups and Regional Networks where Association members can meet informally. The Area Groups Coordinator is the focal point for the Area Groups and Regional Networks and may let an existing Area Group or Regional Network know the names and contact details of members in their geographical area. If a group of members wish to form a new Area Group, the Area Groups Coordinator will



provide details of those members living in the catchment of the proposed Area Group. The identification of a potential Regional Network rests with the Area Groups Coordinator.

Save where there is a legal obligation, personal details are neither shared with nor sold to third parties. The sole exceptions are that certain details are shared with the contractor that prepares and despatches the regular mailings, and direct debit forms are passed to our provider of direct debit services. These contractors are required to have their own appropriate data protection policies.

In the case of any query over the use of data, any member can ask the membership secretary to see the information the Association holds about them. Non-members should contact the Association by email to secretary@7mmnga.org.uk or by post at the address shown in the Association's magazine 'Narrow Lines'.