

## **NCMD Policy No 15 Issue.2**

### **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

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 (*This data is not held for any longer than necessary and it cannot be accessed by anyone. It is only used by our system for creating U16 memberships.*)

#### **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 or contractors 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.

## **What if you do not provide personal data?**

Failure to provide information on the membership form may result in NCMD being unable to offer you membership.

## **Your rights:**

As a data subject, you have a number of rights. You can:

- obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

## **Making a Complaint**

If you would like to exercise any of these rights, or if you believe that the organisation has not complied with your data protection rights, you can complain using any of the following ways:

1. Write to: General Secretary, NCMD, 167–169 Great Portland Street, 5th Floor, London, W1W 5PF
2. Electronically via the contact form on the NCMD website:  
<https://www.ncmd.co.uk/general-enquiries/>
3. Email to: [generalsecretary@ncmd.co.uk](mailto:generalsecretary@ncmd.co.uk)
4. Telephone: 0800 002 5808

To ensure we can handle your complaint effectively, please supply the following information:

- Your NCMD Membership Number.
- Postcode & Full Name.
- Thorough details of the complaint.

## **Complaints Procedure:**

We will acknowledge receipt of your complaint within 15 working days, using the same method of communication you used to send us the complaint.

When investigating your complaint we will look at all the relevant facts thoroughly, fairly and accurately. We will speak to relevant members of staff and compare the information from your complaint with the information we hold.

Once we have completed our investigation we will send you the outcome with 15 days from the date of acknowledgement, along with any next steps. If we do not uphold your complaint, you can complain direct to the Information Commissioner. <https://ico.org.uk/make-a-complaint/>