

# Compliance and Consent

## General Data Protection Regulations



The law requires that we obtain consent from members to record and share their personal details. We must explain what we need, why we need it, and how it is managed. Thames Amateur Radio Group (TARG) will comply with the Data Protection Act as follows:

### Storing of Information

This paper sheet is stored in a locked safe at the home of the Club Secretary. The Information is transferred to an Excel spreadsheet which is password protected and encrypted. The spreadsheet master copy is maintained by the Club Secretary who performs the role of "Data Controller".

### Sharing of Information

The membership list, and password, is shared only with:

- The Chair, for compliance,
- Treasurer, for financial audit,
- Executive Officer for resilience if the Secretary is unavailable,
- Training Officer, for planning Courses
- Radio Society of Great Britain (RSGB) for examination purposes who in turn need to share relevant information with OfCom for granting of radio licences.
- Name and Call-Sign for Newsletter, Website, Twitter or external articles (eg RadCom)
- As required by a legal authority

If a member requires the contact details of another member they must contact the Secretary by email who will pass their request to the member concerned who may then initiate the contact. The Secretary will only act as a conduit if both parties consent to their details being shared.

### Compliance

1. TARG is a "not-for-profit" Club and exempt from some legislation.
2. Concerns should be addressed in the first instance to TARG Chair
3. The Chair can, at any time, require a copy of the master spreadsheet to ensure compliance.
4. Subject Access: A member can apply for a copy of the information we keep by application to the Club Secretary. You will receive the relevant line from the Excel document applicable to you. If a member wishes to change or delete any of their information at any time, they can do so by writing to the Secretary.
5. All club officials who at any time held such information will be required to confirm in writing (via email) to the Data Controller that such information has been permanently deleted or destroyed.
6. Your details (all or in part) will be removed on request, or when it is no longer necessary (eg lapsed membership), or after 2 years unless a new consent is obtained. This applies to both the paper and electronic copies. A certificate to this effect will be submitted by the Data Controller as part of the Annual General Meeting.
7. This policy forms part of the TARG constitution

# Your Personal Details

- Please read the information on the reverse of this paper before completing this form.
- By completing the relevant boxes below you consent to TARG recording that information
- Initial the box "shared" if you consent to your informant being shared as described overleaf.
- Additional information added by club officials will include, date of membership renewal and payment of subscriptions.

<b><u>Name and Call Sign:</u></b> For identification, attendance register, badges	<b><u>Sharing</u></b>
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<b><u>Address:</u></b> For post, general and emergency contact	<b><u>Sharing</u></b>
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<b><u>Telephone numbers (Home and/or mobile):</u></b> General and urgent contact	<b><u>Sharing</u></b>
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<b><u>Email:</u></b> Circulation of updates (eg newsletters) and general contact	<b><u>Sharing</u></b>
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<b><u>Parent/Guardian: Protection of children and vulnerable people</u></b>	<b><u>Sharing</u></b>
Name,	
Address,	
Relationship:	Age of child or vulnerable person

Your signature confirming consent:	<b><u>DATE</u></b>
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