

WARGAME DEVELOPMENTS

DATA PROTECTION POLICY

Wargame Developments has a database that contains the following information about members:

- Title
- First and Surname
- Home or contact address
- Telephone number (optional)
- Email address (optional)
- Current subscription year
- Attendance at Conference of Wargamers (date of the year of last attendance/if currently attending)

This is used for two purposes:

1. To produce the labels for THE NUGGET and any general letters that are sent out to members. The data is only kept for the duration of someone's membership plus one year to allow for them to resubscribe within twelve months of their membership ceasing. After one year any data that is no longer current is deleted.
2. To produce a printed list of attendees (including contact details) that is sent to the venue used to host the annual Conference of Wargamers. This list is a Health and Safety requirement of the venue, and the information therein is used solely for that purpose.

The database is maintained on a password-protected personal computer, and the file is also password-protected. Only the Membership Secretary/Treasurer has access to the database. A back-up copy of the database is made every month and is stored on a removeable hard-drive that is kept in a secure location.

The data held on the database is not shared with other members or with third parties other than as stated above.

If a member wishes to contact another member and does not have their contact details, the following procedure is used:

1. The member initiating the contact sends a request the Membership Secretary/Treasurer/Data Manager for the information;
2. The Membership Secretary/Treasurer/Data Manager contacts the member whose details have been requested and asks permission to pass them on.
3. If the response to the request is positive, the information is passed over; if the response is negative, member initiating the contact is informed of that fact.

Any requests for membership information from third parties other than where stated above is always rejected.

Members can ask to see a copy of their data record at any time and can ask for it to be removed or modified if it is incorrect. Such requests will need to be done in writing or by verifiable email. No telephone requests can or will be processed in to ensure that a printed, written, and dated record of the request can be held in the group's files.

Bob Cordery

Membership Secretary/Treasurer/Data Manager

Contact details regarding the group's data records are:

Membership Secretary/Treasurer/Data Manager, Wargame Developments, 84 Eglinton Hill, Shooters Hill,
Plumstead, London, SE18 3DY

wargamer@ntlworld.com