

## WD Data Protection Policy

7th November 2021

The organisation which holds your data is Wargame Developments (WD). The Treasurer and Membership Secretary is responsible for data protection compliance. You can contact the Treasurer and Membership Secretary by writing to Wargame Developments, 84 Eglinton Hill, Shooters Hill, Plumstead, London, SE18 3DY or via the web site <http://www.wargamedevelopments.org/>.

### What Personal Data does WD Hold?

Wargame Developments' main database contains the following information about members (and non-members who book places at events):

- Title
- First and Surname
- Home or contact address
- Telephone number (optional)
- Email address(es) (optional)
- Current subscription year
- Whether only an "E-member"
- Attendance at Conference of Wargamers (date of the year of last attendance/if currently attending and payment).
- Attendance at VCOW

Wargame Developments also maintains separate databases to hold the name and e-mail addresses of people attending other events other than COW:

- "Nemesis", used to allocate places in "numbers limited sessions" to people attending VCOW has names, e-mail addresses and details of sessions
- "Wagram" has names and e-mail addresses of members who have booked a place at the Autumn Virtual Gathering.

Other similar databases will be set up as necessary to manage future events.

### Who does WD share data with?

WD shares your data with all members of the WD Committee.

Your name and contact details will be made available to the presenter of any session at an event like VCOW where you ask to book a place in advance. Note that the presenter of a session you have booked a place at may circulate your contact details to other attendees of that session so that players in a game can do some pre-planning.

WD will not give your contact details to anyone else unless required to do so by law.

If you want to contact a fellow member or attendee and do not have their contact details you can ask for a message including your contact details to be forwarded to the person concerned.

### WD uses the data:

1. To produce the labels for THE NUGGET and any general letters that are sent out to members and to send the Conference of Wargamers programme to those who have booked to attend.

2. To send members the NUGGET password by post or e-mail.
3. 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.
4. To send members (and non members who have booked to attend events) information by e-mail about WD and its events.
5. If you book a place at COW or another event run by WD your name may appear in a list of attendees in The Nugget and may, with your contact details, be provided to other attendees. You can ask to use a pseudonym.
6. If material you submit to The Nugget or another WD publication is published your name will be included in the article. You can ask to use a pseudonym.
7. To contact members in an emergency or if urgent action is required.

Electronic records are held on password protected devices, backed up either onto portable hard drives which are kept in secure locations or backed up to remote locations.

Paper records are stored in secure locations.

Data will not be transferred outside the European Economic Area.

The lawful bases for processing your data are "contract" and "legitimate interest". The legitimate interests for the processing of your data are to provide you with information relevant to your membership of WD and for the administration of the organisation, including making and retaining historic records of WD including minutes of general and committee meetings and membership lists.

### **Data Retention**

- Members' and Attendees' personal data will be retained for two years and then deleted.
- The Minutes of and other documents relating to general meetings and committee meetings are retained indefinitely.
- Sundry correspondence is retained for up to six years and then deleted or destroyed unless it is considered to be an important part of the history of the WD when it may be retained indefinitely.

### **Your Rights**

You have the following rights in respect of your personal data: the right to withdraw consent; the right of access; the right to rectification; the right to erasure; and the right to restrict processing. If you make a request regarding any of the above it will be dealt with within 28 days. If your request is refused you will be told why.

You also have the right to object to the processing of your personal data. If you make a request it will be dealt with within 28 days. If your request is refused you will be told why.