Mercury Old Boy's Association
Data Protection Policy and Disclaimer

Introduction

This document contains:

1. The *Data Protection Policy* adopted by the Mercury Old Boys' Association (MOBA).

2. A *Disclaimer* concerning website content and links.

Mercury Old Boys' Association Data Protection Policy

The MOBA holds information about its members to support its activities as a non-commercial old school association. This Policy explains how we maintain, store and use the personally identifiable information that we hold.

Data Collected From MOBA Members

We hold the following data for every MOBA member:
- Name (and Mercury number where appropriate).
- Home address.

When supplied by the member, we also hold:
- Email addresses.
- Telephone numbers.

How Data is Collected and Stored

As a member of MOBA we record your name, address and, if given, your email address and telephone number. These are stored in a database maintained by the Membership Secretary and shared with the committee. Members should forward details of any changes in their personal data to the Membership Secretary.

How Data is Used

Data collected by the MOBA is used only to communicate with members for the purposes of providing information, arranging events or facilitating the effective running of the Association and is not shared with any third party.

Access to Data

Details will only be shared with other persons with the permission of the member. Those wishing to make contact with other members, whose details we hold, can ask the Membership Secretary or another committee member, to forward an email or a letter (the latter must have the postage prepaid).

How the Association will Ensure Data is Up To Date

Members should advise the Association of any changes in their details.

Data Rights and Retention

MOBA members may request a copy of the information held about them at any time, and will receive a response to any request within one month. They can also instruct the Association to remove their details.

How Long Data will be Stored

Following the closure of the MOBA, elements of the Association will continue to function in an informal way until such time as the committee disbands. Until that time all data will be securely held. After that time all individual records of members will be destroyed.

Changes to this Privacy Policy

MOBA reserves the right to modify this policy at any time. If the Association makes material changes to this, it will inform members using the most appropriate means that it has been updated.

Disclaimer

Links to External Websites

The Mercury Old Boys' Association (MOBA) website includes links to external websites that are considered to be editorially relevant to TS Mercury. However, the MOBA is not responsible for the content of such external websites. This is because:

- The MOBA does not produce them or maintain them.
- The MOBA cannot change them.
- They can be changed without the MOBA's knowledge or agreement.

The inclusion of a link to an external website from the MOBA website should not be understood to be an endorsement of that website or the site's owners (or their products/services).

Some of the content we link to is generated by ex Mercury boys, ex members of staff or current members of the MOBA (such as forums and photo-sharing sites). The content of these websites and the views expressed are those of the author and are not necessarily those of the MOBA.

Members' Contributions

The MOBA also offers the facility to members of the MOBA to host content as part of our website. Although all content will be reviewed, edited and approved by the committee before inclusion in the MOBA website, the views expressed are those of the author and, unless specifically stated, are not necessarily those of the MOBA.

Complaints

If any member of the public or of the MOBA has cause to complain about any aspect of the content of the MOBA website or of any links provided to external websites, they should contact the Web Master in the first instance (see 'Contacts' page of the website).

Mercury Old Boys' Association, June 2018