

## Privacy Policy

The club uses the Membermojo system to store information you have provided in order to administer the club. This information is not disclosed outside the club, and you should not disclose information about club members without their permission.

You can log in to membermojo by going to [membermojo.co.uk/farnhammrc/yourmembership](http://membermojo.co.uk/farnhammrc/yourmembership) and entering your email address. Membermojo will send you a login-email (which expires after a couple of hours) with a link to log in securely. There is no need to create a password for the MemberMojo service. Once logged in you can view information and edit your personal details. If any information is incorrect either change it or contact the administrators in person or on [admins.farnhammrc@membermojo.co.uk](mailto:admins.farnhammrc@membermojo.co.uk).

The table below shows what information is held, who can view it, and who can change it.

<b>Information</b>	<b>Can be viewed by</b>	<b>Can be changed by</b>
Name	All members	Yourself or administrator
Address	Yourself and club officials	Yourself or administrator
Postal town	All members	Yourself or administrator
Email address	All members. You can ask for it not to be shown to other members	Yourself or administrator
Phone numbers	Yourself and club officials. Numbers for committee members and keyholders are visible to all members.	Yourself or administrator
Photo (if supplied)	All members	Yourself or administrator
Additional personal information you enter	All members	Yourself or administrator
Groups you have joined	Yourself and club officials	Administrator *
Membership type and renewal dates	Yourself and club officials	Administrator

\* You can remove yourself from a group by 'unsubscribing' from an email from the group.

Administrators are the Membership Secretary, the Treasurer, and the Webmaster who maintains the Membermojo system.

Club officials are the administrators and other club officials who need access, currently the Secretary and Chairman.

The Treasurer in addition holds details of payments you have made, but not bank details.

The Membermojo system provides email addresses for various groups of members. The sender of the message is shown but not the other recipients.

There is an address for each scale group <group>.[farnhammrc@membermojo.co.uk](mailto:farnhammrc@membermojo.co.uk) where group is one of ngauge, ogauge, oogauge, oo9group, p4group. They send a message to all members of the group, replies go to all members of the group unless you select 'Reply to sender'.

The address [keyholders.farnhammrc@membermojo.co.uk](mailto:keyholders.farnhammrc@membermojo.co.uk) sends a message to all members who have a key to the clubrooms.

The address [members.farnhammrc@membermojo.co.uk](mailto:members.farnhammrc@membermojo.co.uk) sends a message to all members, replies go to the sender only. It is mainly for use by club officials to send out information about the club, such as the monthly Whistleblower magazine. However it can be used occasionally by other members, for example if you had some tools you wanted to sell you could send a list to all members. Most sales such as rolling stock would be better sent just to members of your scale group.

These email addresses and a some other club email addresses are listed on the 'Members Page' which you can reach from the 'Your Membership' page in Membermojo.