



Edinburgh Society of Model Engineers (1)

Membership Information Leaflet

November 2024

**Become part of the history of one of the
Oldest Model Engineering Clubs...
In the WORLD!**



**Join
Edinburgh
Society of
Model
Engineers**

Our club can be traced back to origins in Leith, Edinburgh, in 1894. Building a miniature working model has long been the practice of aspiring engineers and apprentices, both for personal achievement and as an example of work that might lead to job opportunities.

The Edinburgh Society of Model Engineers had a relatively nomadic existence until 2013, when it was, at last, in a position to purchase 11.2 acres of woodland at Almondell, near Broxburn & Pumpherston.

It has taken our volunteer members many years to shape our amazing site at Almondell. Come along and join us, learn to drive miniature trains, and a whole host of maintenance and building skills. Enjoy the company of like-minded people and help shape the future of the Society.

Enjoy the peace and tranquillity of the woodlands (or the roar of the jets heading to Edinburgh airport!). This is truly Model Railways on an epic scale, and we need new, enthusiastic members to help us keep the hobby thriving.



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Data protection information for your membership of ESME

Edinburgh Society of Model Engineers is a Limited Company listed at UK Companies House (Company Number SC095071). The Articles of Association describe the purpose of the Edinburgh Society of Model Engineers.

Committee members are democratically elected by the membership. The Elected Committee (voluntary) members run the Society for the benefit of the membership and are registered as Company Directors.

Edinburgh Society of Model Engineers is also registered as a Charity in Scotland (SC041019), which helps with eligibility for grants and Gift aid on donations.

The currently applicable version of Data Protection law is enshrined in the *General Data Protection Regulations 2018, part of the UK Data Protection Act 2018 – Most recently amended on 1st January 2021.*

Edinburgh Society of Model Engineers (The Society) stores records for relevant aspects of society operation in a central database accessible by all Committee Members.

Personal attributes such as Gender & Age are regarded as sensitive and are controlled classes of data. Controlled data is accessible by the committee and officers of the company. Controlled data is only accessible by other members if you agree and indicate which attributes you are willing to share.

Access to electronically held data is controlled by roles granted to computer logons. Access is electronically audited.

Committee members use your details to help manage your involvement in society activities and to ensure all relevant interests are considered in the running of the club. Legal and Government representatives may also have the right to request your details from the Societies' officers, and the society may have a legal obligation to comply with such requests.

You may be contacted by members that are not officers of the committee, using contact details that you choose to share (e.g. the portable track manager) more widely within the membership.

Your private data will never be sold or passed to any other third party without your explicit consent. Everyone with access to your data will be informed of their obligations to protect your data from misuse.

The following undertakings are made by the elected officers of the Club:

1. By signing the membership application form you grant consent for your data to be stored, used as described, and retained as any relevant laws require.
2. You control access to your personal details by expressing preferences on this form.
3. Only details you permit will be shared with other ordinary members of the Society.
4. The minimum amount of data will be held to facilitate your safe involvement in society activities (see schedule below).
5. If you leave the society or fail to pay your membership fee within a month of the due date, your data will be retained for up to 1 year, or as required by legal authorities. You may explicitly request deletion.
6. Photographic and Video images that include you, may be taken during society activities by both other members and the general public. You accept that the society cannot reasonably prevent this or control the sharing of such material on platforms not associated with the society.
7. You have the right to request a copy of all data held about you by the society at any time.
8. Every member has a duty to inform the committee if any of inaccuracies are evident in their data. The society will seek confirmation that stored data remains valid on a yearly basis (at membership renewal time).
9. If you withdraw consent, a member of the committee must respond, in writing, within five working days, confirming that your data has been archived securely. It will be retained only as long as legally required, prior to deletion.

Edinburgh Society of Model Engineers is registered with Information Commissioners Office (ICO).



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Membership Application form Guidance

1. **General Guidance**
 - **Full membership** applies if your main address is within **25 miles** of Almondell (EH52 5PF).
 - **Country membership** applies if your main address is **25 miles** or more from Almondell.
 - **Family Membership** permits up to 2 adults (parents) plus (their own) children at their usual address.
 - **Full Time Student Membership** applies to any (single) person over **18** years old and less than **25** years old, studying for **16 or more** hours per week. The subject is not restricted.
 - **Junior Membership** applies to a (single) person over **13** and less than **19** years old.
 - For any queries, please contact the Membership Secretary on [07368 313038](tel:07368313038) or ESMEAlmondell@EdinburghSME.onmicrosoft.com
2. **Family Membership**
 - The parent completing the form will be the main member for communication and administration purposes. They will be responsible for renewing membership each year.
 - Other family members can be entered on Page 2 of the application form & will be treated as individual members but associated with the main member for administration purposes.
 - Each family member entered on Page 2 must live at the same address as the parent member. If an email address and phone number is provided, then they may be copied into club communications.
 - Details of each family member, including DOB, are required, to ensure that the correct class of membership is determined for insurance cover and personal liability purposes.
3. **Junior Membership**
 - Restricted by Age between 14 & 18 years old (inclusive).
 - DOB is required to ensure that the correct class of membership is determined for insurance cover and personal liability purposes.

Some club activities are age restricted for Junior members under the age of 16. A Junior Membership application must be accompanied by a completed Adult Consent form signed by a responsible adult.
4. **Membership fees**
 - The membership year commences after the Annual General Meeting (AGM), normally held at the start of November each year.
 - The full fee indicated applies to anyone joining at the start of the membership year, and anyone renewing a continuing membership, regardless of when the renewal is paid.
 - If you are joining the club during the membership year, please contact the Membership secretary, or a member at the club to get the applicable Pro-Rata rate for the remainder of the membership year.
5. **Membership cards**
 - Each member receives a signed membership card.
 - If you need a copy of the societies liability insurance certificate to cover running your model at another clubs track, please let the membership secretary know and this will be included with your membership card.

Please remember all club posts are voluntary, and time constraints may apply.



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Potential Membership Benefits

1. Participation in club activities.
 - Exclusive club open days for members only.
 - Winter meetings, talks and presentations.
 - Club visits.
 - Working parties to develop and maintain the clubs' facilities.
2. Access to Club facilities at Almondell Model Engineering Centre.
 - Railway tracks in 3½" Gauge, 5" Gauge and 7¼" gauge.
 - Operation of road-based models on paths and areas.
 - Operation of water-based models on the Pond.
 - Access to the workshop facilities and machinery.
 - Model railway operation and involvement.
 - Operation of club owned models and equipment.
 - The opportunity to drive heavily loaded trains on a challenging track with prototypical techniques.
3. People
 - The club is a Social Hub, a way to meet like-minded people and participate in activities that simply can't easily be done alone.
 - Training in Engineering subjects, model building & operation.
 - Boiler testing and certification recognised throughout the club network.
4. Knowledge
 - The ESME Library, including magazines, drawings and articles covering popular model designs and components.
 - The membership represents a wealth of experience and knowledge. Get to know other members and benefit from their knowledge. Share your own knowledge with others.
 - Access to Technology and Software provided by the club.
 - Access to the network of Model Engineering Clubs under the auspices of the Northern Association of Model Engineers.
5. Insurance
 - Coverage by Public Liability and Accident insurance whilst involved in club activities
 - Coverage by Public Liability Insurance whilst attending other clubs' facilities with your model(s).

This list does not form a contract. Facilities are available if prevailing conditions allow.



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