



# **WRT Privacy Policy**

**WRT 0418**

**WEARDALE RAILWAY TRUST**

# Weardale Railway Trust



## Privacy Policy and Procedure

### 1. About this Policy

- This Policy explains when and why we collect personal information about our members contractors and other third parties, how we use it and how we keep it secure and your rights in relation to it.
- We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website at [www.weardale-railway.org.uk](http://www.weardale-railway.org.uk) regularly for any amendments (but amendments will not be made retrospectively).
- We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)) For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- We are Weardale Railway Trust Limited. We can be contacted via our website as above.

### 3. What Information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Member's name, address, phone no., e-mail address.  As above, plus dates of availability for duties.	Managing the Member's membership of the Trust. Managing the Member's membership of the Trust Lottery. Managing the duty roster.	Performing the Trust's contract with the Member.  For the purposes of our legitimate interests in operating the Trust.
The names and age groups of the Member's dependents.	Managing the Member's and their dependents' membership of the Club.	Performing the Trust's contract with the Member.
Emergency contact details.	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests and those of their dependents.

Age related information.	Managing membership categories which are age related.	Performing the Trust's contract with the Member.
Contractor or other third party's address, phone no., email address.	Managing the Trust's relations with outside persons/bodies.	For the purposes of our legitimate interests in operating the Trust.
Photos and videos of Members.	Putting on the Trust's website and social media pages and using in Trust publicity including the Trust's magazine and press releases.	Consent. We will seek the Member's consent on their application form and each membership renewal form and the member may withdraw their consent at any time by contacting us by email or letter.
Member's signature in signing-on book.	Managing and monitoring the operational workings of the Trust.	For the purposes of our legitimate interests in operating the Trust.
Bank account details of the Member or other person making payment to or receiving payment from the Trust.	Managing the Member's and their dependents' membership of the Trust, the provision of services and events.	Performing the Trust's contract with the member or other person making payment to or receiving payment from the Trust.

#### 4. **How we protect your Personal Data.**

- We will not transfer your personal data outside the EEA without your consent.
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- For any payments which we take from/make to you online we will use a recognized online secure payment system.

#### 5. **Who else has access to the information you provide to us?**

- We will never sell your personal data. We will not share your data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above.
- If necessary due to your volunteering roles, we may from time to time share your personal data with Weardale Railway Community Interest Company for operational purposes only.

#### 6. **How long do we keep your information?**

- We will hold your personal data in our systems for as long as you are a Member of the Trust and for as long afterwards as is necessary to comply with our legal obligations.

- We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain it in an archived form in order to be able to comply with future legal obligations e.g. Compliance with tax requirements and exemptions, and the establishment, exercise or defense of legal claims.
- We securely destroy all financial information once we have used it and no longer need it.

## 7. **Your Rights**

- You have rights under the GDPR:
  - a) to access your personal data
  - b) to be provided with information about how your personal data is processed
  - c) to have your personal data corrected
  - d) to have your personal data erased in certain circumstances
  - e) to object to or restrict how your personal data is processed
  - f) to have your personal data transferred to yourself or to another business in certain circumstances.
- You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Committee via our website

**WRT Privacy Policy v1**

<b>Date approved</b>	<b>3<sup>rd</sup> December 2018</b>	
<b>Date of review</b>	<b>3<sup>rd</sup> December 2020</b>	
<b>Signed by and on behalf of Weardale Railway Trust</b>	<b>Name</b> <b>Mr. Kevin Richardson</b>  <b>Designation</b> <b>Chairman</b>	<b>Signature</b>  <i>K Richardson</i>
<b>Signed by and on behalf of Weardale Railway Trust</b>	<b>Name</b> <b>Mr. Paul Wilson</b>  <b>Designation</b> <b>Secretary</b>	<b>Signature</b>  <i>P Wilson</i>