



RAILWAY RAMBLERS

Privacy Policy

1. Introduction

Under the **General Data Protection Regulation 2018**, all organisations are required to comply with the regulations on why members' personal information is collected, used and stored. In summary, the regulations include the following rights for individuals:

- *The right to be informed what information the organisation holds on members, and why this is necessary.*
- *The right of access to the information held.*
- *The right to object.*
- *The right to expect that the data is held securely, and to be informed if there is any breach of security*
- *The right to have errors in the data corrected.*
- *The right to erasure of an individual record.*
- *The right to restrict 'processing' of data – i.e. how the data is used*

2. What personal information is collected and held?

Members' first and last names, postal and email addresses, a telephone contact number, the month of joining, and a record of whether payment has been made in the current year.

3. Why do we need this information?

- To manage requests for the annual subscription and other payments.
- To use the postal addresses provided for distribution of the quarterly magazine.
- To inform the regional organisers of the current members in their areas, for purposes of organising walks, and distributing regional announcements and newsletters.

Members' data is never used for any advertising, canvassing or publicity purposes, or released to third party organizations

4. How do we gather this information?

Each member completes a membership form on joining which is sent to the Membership Secretary, along with payment. This form includes an opt-in box indicating that the member consents to holding the data provided for the duration of membership.

Members are reminded to contact the Membership Secretary with details of any change in their contact details.

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5. Where is this information stored and how is it distributed?

A dedicated, bespoke, electronic database is maintained by the Membership Secretary as the club's Data Controller, on a password-protected computer that is not connected to the internet.

The club's Data Processors are the Membership Secretary, Magazine Distribution Officer and the Area Organisers.

- A copy of names, postal addresses and date of subscription renewal is sent to the magazine Distribution Officer to allow for distribution of the quarterly magazine and annual request for payment.
- A subset of members in each region, consisting of names, postal address and email is sent to each Area Organiser, for the purposes of distributing regional newsletters and announcements of events.
- Data is sent by way of password-protected Excel spreadsheets. All Area Organisers and Officers of the club are instructed to take appropriate security measures to protect any computers on which data is held, and to password protect-spreadsheets containing members' data.

5. Consent for data collection and storage

All members of Railway Ramblers are asked for consent to hold the above data at the time of joining, and with each annual subscription renewal. A copy of this Privacy Policy is provided to each new member and published on the 'Membership' page of the club's website.

6. Retention of personal information.

Members' personal information will be stored for as long as they remain members. If a member leaves the organisation then their information will be deleted, following an annual review of membership records.

7. Access to data

Members may at any time request a copy of the data held on them by contacting the Membership Secretary, who will provide this information within 30 days.

8. Loss of data

If a Data Processor becomes aware of any loss or potential loss of data, this must be reported to the Data Controller and the senior Officers of the club without delay, so that appropriate remedial action can be taken. Any members involved will be informed.

5th June 2018