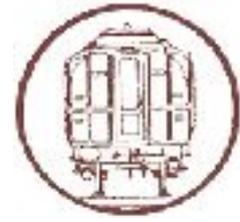




WEST SOMERSET STEAM RAILWAY TRUST LIMITED

Registered Charity No. 265564

President: Lady Elizabeth Gass



Registered Office: The Railway Station, Bishops Lydeard Taunton,
Somerset. TA4 3BX
Registered in England No. 1079916

Privacy Statement

At the West Somerset Steam Railway Trust (WSSRT) we are committed to protecting and respecting your privacy. Please be assured that we will **never** sell your details, or share them without obtaining your consent. And at any time you can change how you hear from us or unsubscribe from our mailing lists – just let us know.

This policy explains why we collect information from you, what information we need, how we use it and keep it safe and what your rights are. We hold your personal information in accordance with the provisions of the UK Data Protection Act 2018 which implements the EU General Data Protection Regulation 2016/679. This Act came into force in the UK in May 2018 and replaces the Data Protection Act 1988. Our processing of your personal information is allowed by these laws because we have a legitimate need to carry out the processing for the purposes described below.

How we collect information about you

The WSSRT holds certain personal information from which you, as an individual, can be identified. The only information we hold is what you have given us directly. We do not receive information from other sources.

You may give us your personal information in order to sign up for membership, make a one-off donation, register for Gift Aid or carry out volunteering work. The personal information we collect might include your name, address, telephone number, email address, or bank details and task related competencies, such as personal track safety certification. We collect this information only where there is a legitimate interest in holding it in connection with specific activities, such as membership records, processing donations, recording contact we have with you, internal record keeping or sending you information about the activities described above.

How this information is used, who has access to it and where it's stored

Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this Policy. We will use the information you provide to:

- fulfil your requests, for example applications for membership, or processing your donations, or other payments; and
- provide you with information about our activities, campaigns, volunteer work and appeals. Over a year, members can expect two or three mailings of our newsletter, which may also contain information about the Annual General Meeting and other forthcoming events and up to two appeal letters. We may also send you a membership renewal reminder letter.

We will never sell your information. We will never share it without your consent, except where:

- we are legally required to do so – for example by a law enforcement agency legitimately exercising its powers, or if compelled by an order of a court; or
- it is necessary to protect or defend our rights, property or the personal safety of our volunteers, members, or visitors to our premises or websites.

We do not give your information to any third parties.

The information which you submit to us is stored on a database in the UK, or in paper files, or in cloud storage where this complies with the requirements of GDPR.

We will hold it only for as long as this is reasonably necessary, or as required by law. Once the information is no longer required, it will be destroyed.

Security

We hold your personal information in accordance with the security provisions of the UK Data Protection Act 1988 and we will also be in compliance with the EU General Data Protection Regulation 2016/679, which came into force in the UK in May 2018 and replace the Data Protection Act 1988. Unfortunately, the transmission of data across the internet is not completely secure and whilst we do our best to protect the security of your information, we cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

Keeping your information up to date

If your personal details change, please help us to keep your information up to date by notifying us at info@wssrt.co.uk or at our Registered Office, Bishops Lydeard Station, Taunton TA4 3BX.

Your rights to access, make changes or ask us to stop using your data

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. You also have the right in certain circumstances to object to your personal data being processed and to ask us to delete any personal information we hold about you. If at any time you wish to access your personal data held by us, exercise any of the rights mentioned above, or make a complaint about how we have handled your personal data, please apply in writing to: The Chairman, WSSRT, Bishops Lydeard Station, Taunton TA4 3BX.

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office on 0303 123 1113, email: www.ico.org.uk

Changes to this policy and further information

This notice is the latest version as at May 2018. We may change our privacy policy from time to time to comply with new legal requirements. If we make any significant changes in the way we treat your personal information we will make this clear on our website: <http://wssrt.co.uk> or by contacting you directly. Alternatively, if you would prefer to receive a hard copy of the notice, please let us know.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Responsible Trustee: Chris Austin

Date approved by the Board: 25 May 2018

Review Date: May 2020