



# 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

## West Somerset Steam Railway Trust Consent Form

To all WSSRT Staff and Volunteers,

Your privacy is important to us, but we want to be able to communicate with every member of the WSSRT as and when necessary. In line with UK Law on Data Protection [General Data Protection Regulation – GDPR 2018] we need to ask for your consent on how we contact you. Please fill in below the contact details you want us to use to communicate with you;

### Volunteers' Consent Section; (Please complete in BLOCK CAPITALS)

|                 |  |                |  |
|-----------------|--|----------------|--|
| Forename:       |  | Surname:       |  |
| Address Line 1: |  |                |  |
| Address Line 2: |  |                |  |
| Town/City:      |  | Postcode:      |  |
| Email Address:  |  |                |  |
| Mobile Number:  |  | Home Landline: |  |

By providing your contact details and giving consent, it makes it legal if we wish to contact you in the cases written below. Please could you tick the following tick boxes below where you grant consent;

We will **ONLY** use your contact details during the following situations;

- When an emergency situation arises - [illness whilst on duty, accident, fire...].
- By emailing you via the 'Weekly Updates' and other official emails – adding your contact information on a secure database.
- If a PIC [Person In Charge] needs to contact you about your Rostered Duty for any suitable and appropriate reason.

Over recent years, UK Laws and Legislations to protect personal data has toughened and we need to comply with the strict procedures to store this sensitive information. Your written information on this form, will be 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 review all contact details as and when appropriate to make sure we have the most recent and up-to-date information.

(Please DELETE where appropriate)

|                              |          |   |
|------------------------------|----------|---|
| Are you under the age of 18? | Yes / No | <i>If so, please refer to the <u>Parental Consent section</u> below</i> |
|                              |          | <i>If not, please go straight to the <u>Next of Kin section</u></i>     |

**[Under Eighteens'] Parental Consent Section;** (Please complete in BLOCK CAPITALS)

|                 |  |               |  |
|-----------------|--|---------------|--|
| Name of Parent: |  | Relationship: |  |
| Address Line 1: |  |               |  |
| Address Line 2: |  |               |  |
| Town/City:      |  | Postcode:     |  |
| Email Address:  |  |               |  |
| Mobile Number:  |  |               |  |
| Signature:      |  | Date:         |  |

**[Adult's] Next of Kin Section;** (Please complete in BLOCK CAPITALS)

|                   |  |               |  |
|-------------------|--|---------------|--|
| Next of Kin Name: |  | Relationship: |  |
| Address Line 1:   |  |               |  |
| Address Line 2:   |  |               |  |
| Town/City:        |  | Postcode:     |  |
| Email Address:    |  |               |  |
| Mobile Number:    |  |               |  |

By signing this form, you hereby give the West Somerset Steam Railway Trust permission to store your personal information. The WSSRT holds 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 to replace the Data Protection Act 1988.

**Declaration Section;**

|             |  |       |  |
|-------------|--|-------|--|
| Print Name: |  |       |  |
| Signature:  |  | Date: |  |

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to phone you or your parents if there is an emergency or add you to the mailing list for the Weekly Updates); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

You can withdraw or change your consent at any time by contacting the WSSRT Company Secretary by emailing [info@wssrt.co.uk](mailto:info@wssrt.co.uk); or writing to The Railway Station, Bishops Lydeard, Taunton, Somerset, TA4 3BX or by telephoning; 07748-637209.

The WSSRT Company Secretary  
27<sup>th</sup> September 2019