



**West Somerset Railway Heritage
Trust**
Registered Charity No. 265564



Privacy Statement and Policy

Introduction.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data must follow strict rules called 'data protection principles'. They must make sure the information is used fairly, lawfully, and transparently.

Privacy Statement.

- 1) The West Somerset Railway Heritage Trust (WSRHT) are committed to protecting and respecting a member's privacy. Please be assured that the Trust will never sell your details or share them without obtaining your consent. At any time, you can change how you hear from the Trust or unsubscribe from our mailing lists – just let the Trust know.
- 2) This policy explains why the Trust collects information from you, what information we need, how we use it and keep it safe and what your rights are.
- 3) The Trust holds personal information in accordance with the provisions of the UK Data Protection Act 2018 which implements the EU General Data Protection Regulation 2016/679.

How We Collect Information About You.

- 1) The WSRHT holds certain personal information from which you, as an individual, can be identified. The only information the Trust holds is what you have given to the Trust directly. We do not receive information from other sources.
- 2) You may give us your personal information to sign up for membership, make a one-off donation, register for Gift Aid, or carry out volunteering work. The personal information the Trust collects might include your name, address, telephone number, email address, or bank details and task related competencies, such as Personal Track Safety (PTS) certification.
- 3) The Trust collects 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.

- 1) 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; to

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- 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 appeal letters. We may also send you a membership renewal reminder letter.
- 2) The Trust 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.
 - Where a request is received in writing asking for specific information under the Freedom of Information Act.
 - 3) The Trust does not give your information to any third parties.
 - 4) The information which you submit to us is stored electronically in the UK, or in paper files, or in cloud storage where this complies with the requirements of GDPR.
 - 5) The Trust will hold information about you only for as long as this is reasonably necessary, or as required by law.
 - 6) Once the information is no longer required, it will be destroyed.

Security

- 1) The Trust holds your personal information in accordance with the security provisions of the UK Data Protection Act 1988 and we will also follow 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.
- 2) The transmission of data across the internet is not completely secure and whilst the Trust does its best to protect the security of the information, the Trust 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.

- 1) If your personal details change, please help us to keep your information up to date by notifying either the Chairman, Company Secretary, Membership Secretary, info@wsrht.co.uk or by writing to the Trust Registered Office, The Railway Station, Bishops Lydeard, Taunton, TA4 3BX.

Your Rights to Access, to Make Changes, or to Ask the Trust to Stop Using Your Data

- 1) 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.
- 2) 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.

- 3) 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, West Somerset Railway Heritage Trust, Bishops Lydeard Station, Taunton, TA4 3BX.

Making a Complaint to the Information Commissioner's Office

- 1) 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 by telephoning 0303 123 1113 or contact them via [live chat](#). Their normal opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays).
- 2) The ICO web site <https://ico.org.uk/>

Changes to this Policy and further information

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

DOCUMENT CONTROL

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Version No	Date Approved	Revision
0.1	May 2018	First Issue of document
		Review Date: May 2020
0.2	August 2022	Policy Reviewed and amended. Draft for Approval
0.3	September 2022	WSRHT Board Approved. Next Revision due Sept. 2025.

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