



West Somerset Railway Heritage Trust

Registered Charity No. 265564



General Data Protection Regulation (GDPR)

Consent Form

To all WSRHT Staff and Volunteers;

Your privacy is important to the Trust, but we want to be able to communicate with every member of the WSRHT as and when necessary. In line with UK Law on Data Protection (General Data Protection Regulation – GDPR 2018) the Trust needs 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:

Forename(s):		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 the Trust wishes 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 arises – (illness whilst on duty, accident, fire etc.)
- 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. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. 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.

The Trust will review all contact details as and when appropriate to make sure we have the most recent and up-to-date information.

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>

Parental Consent Section (Under Eighteens'), Please complete:

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

Next of Kin Section (Adult's), Please complete:

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 WSRHT 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 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 WSRHT Company Secretary by emailing info@wsrht.co.uk; or writing to The Railway Station, Bishops Lydeard, Taunton, Somerset, TA4 3BX or by telephoning the WSRHT Office; 01823 618180.

The West Somerset Railway Heritage Trust.

DOCUMENT CONTROL

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Version No	Date Approved	Revision
0.1	September 2019	First Issue of document. Review Date: July 2022.
0.2	September 2022	Policy Reviewed and Amended. Draft for Approval
0.3	October 2022	Draft for Approval with WSRHT Trustees.
0.4	October 2022	WSRHT Trustees Approved. Next Revision October 2025

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