



DATA PRIVACY NOTICE

Shipley Glen Tramway

1. Your personal data – what is it?

Personal data is a phrase that relates to information about a living individual who can be identified from that information. Identification of a person can be made from the information alone or in conjunction with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Glen Tramway Preservation Company Limited is the data controller (contact details below). This means it decides how your personal information is processed and for what purposes.

3. How do we process your personal data?

The Glen Tramway Preservation Company Limited complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the The Glen Tramway Preservation Company Limited and public as specified in our Articles of Association;
- To administer membership/volunteers'/family pass holders' records;
- To maintain our own record and accounts with the guidance of our Independent Examiner including the processing of donations, Gift Aid applications and annual Family Passes;
- To inform volunteers and members of news, events, activities;
- To produce the volunteer duty roster.

3. Security of data.

- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.
- Paper held data will be secured in either locked drawers or filing cabinets.
- Electronically held data will be on password protected PCs/laptops or in the tramway's shared cloud area. Only trustees will have access to the cloud. Files with personal data will be password protected and should not be held on memory sticks or similar medium. Any data held on the website shall be in a private area and password protected. The website currently does not make use of cookies.
- All trustees are responsible for data protection.

4. What is the legal basis for processing your personal data?

Your explicit consent is needed so that we can hold and process your personal data.

5. Sharing your personal data.

Your personal data will be treated as strictly confidential and will only be shared between trustees or designated volunteers for the production of such things as rosters and newsletters. We currently do not share your data with any third parties other than for legal obligations.

6. How long do we keep your personal data?

Personal data will be deleted or destroyed by us after one year of non-membership or when volunteering has elapsed. Volunteer application forms which may contain more sensitive data will be destroyed once the application has been accepted or rejected. Specifically, we retain gift aid declarations and associated paperwork for 6 years after the calendar year to which they relate.

7. Your rights and your personal data.

Unless, subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the tramway holds about you;
- The right to request that the tramway corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the tramway to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office. Contact details below.

8. Further processing.

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact details.

If you have any queries or complaints please contact the Secretary by email at secretary@shipleyclentramway.co.uk or speak to any trustee.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.