

Cymdeithas Rheilffordd Llyn Tegid (Bala Lake Railway Society) Privacy Policy

Last update: 22/02/2020

The Bala Lake Railway Society (BLRS) understands that your privacy is important to you and that you care about how your personal data is used. The BLRS respects and values the privacy of all of its visitors and members. It will only collect and use personal data in ways that are described here, and in a way that is consistent with its obligations and your rights under the law.

1. Information About Us

Bala Lake Railway Society is an Unincorporated Association and can be contacted at the following address for all purposes:

Bala Lake Railway Society
The Station
Llanuwchllyn
Gwynedd
LL23 7DD

Chairman's email address: society.chair@bala-lake-railway.co.uk

Membership secretaries email address (for data access queries): membership@bala-lake-railway.co.uk

2. What Does This Notice Cover?

This Privacy Policy explains how the BLRS uses your personal data, how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that the BLRS uses on this site including online ordering is set out in Part 5, below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- The right to be informed about the BLRS's collection and use of your personal data
- The right to access the personal data the BLRS holds about you
- The right to have your personal data rectified if any data is inaccurate or incomplete
- The right to be forgotten, i.e. you can request that the BLRS deletes, shreds or otherwise disposes of any of your personal data that has been retained
- The right to restrict (i.e. prevent) the processing of your personal data
- The right to object to the BLRS using your personal data for a particular purpose
- The right to data portability. This means that you can ask for a copy of your personal data held by the BLRS to re-use with another service or business in many cases

Further information about your rights can also be obtained from the Information Commissioner's Office (ICO) or your local Citizens Advice Bureau.

If you have any cause for complaint about the BLRS's use of your personal data, you have the right to lodge a complaint with the ICO.

5. What Personal Data Do You Collect?

The BLRS may collect some or all of the following personal data depending on your needs:

- Name
- Email Address
- Membership Number
- Telephone and Mobile Numbers
- Address
- Date of Birth (if under 21)
- Skills that might be useful to the railway
- Family relationships (implied in the case of family of spouse memberships)

When paying for membership online the BLRS payment gateway provider(s) (PayPal) will require you to enter your payment information on their websites. The BLRS does not store this information on its site; it is stored within the payment gateway providers' server and is subject to their own Privacy Policy which can be found here:

Paypal: <https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

6. How Do You Use My Personal Data?

Under the GDPR, the BLRS must always have a lawful basis for using personal data. This may be because the data is necessary for the BLRS's performance of a contract with you, because you have consented to the BLRS's use of your personal data, or because it is in the BLRS's legitimate business interests to use it. Your personal data will be used for one of the following purposes:

- Returning a contact request
- Processing membership application and activation

- Communicating with you regarding BLRS events or BLRS associated events such as the AGM, members days and committee meetings
- Communicating with you regarding your membership and payments
- Supplying you with any data as part of a data access request
- Sending you the quarterly newsletter "Llanuwchllyn Express"
- Email communication via our opt-in members email list
- A welcome note in the newsletter (opt in only)
- Contacting you if you the railway wishes to request your help
- Access to the BLRS members area on the railway's website

The BLRS will always work to fully protect your rights and comply with any and all obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

7. How Long Will You Keep My Personal Data?

The BLRS will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- Contact request submission data will be held for a period no greater than 3 months if there is no further contact with the BLRS.
- Membership data may be held for a period of up to 3 years after the membership last expired in the live records. This is to ease the administrative effort of re-enrolment.
- Membership data may be retained in backups for an indefinite period.

8. How and Where Do You Store or Transfer My Personal Data?

The BLRS will only store your personal data on computers in the UK and within our Microsoft OneDrive account. This means that it will be fully protected under GDPR.

The security of your personal data is essential to the BLRS and it will always strive to protect your data. To do this it takes a number of important measures, including the following:

- Encrypted data transfer and storage
- Secure and restricted access to membership data
- Paper record shredding and digital data removal

9. Do You Share My Personal Data?

Membership data is only available to officers, committee members and officials of the society as defined by the society constitution. The BLRS will not share any of your personal data with any third parties for any purposes, subject to the following important exceptions.

- In some limited circumstances, the BLRS may be legally required to share certain personal data, which might include yours. This could be if it is ever involved in legal proceedings or

complying with legal obligations, a court order, or the instructions of a government authority.

- The BLRS accounts auditor and will receive payment data for the purposes of reconciling and preparing the BLRS working accounts.
- The Bala Lake Railway Ltd for the purposes of recruiting new volunteers.
- The Bala Lake Railway Trust for fundraising purposes and where society membership has been gained via a trust subscription.

10. How Can I Access My Personal Data?

If you want to know what personal data the BLRS has about you, you can contact the membership secretaries for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 1.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover the administrative costs in responding.

The BLRS will respond to your subject access request within 1 month from the date the request is received. Normally, it aims to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date your request is received.

11. Other

The BLRS may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if it changes its business in a way that affects personal data protection.

Any changes will be made available via this document on the website, so please check back regularly. This document will always start with the last update date.