

Privacy Statement

Wensleydale Railway Association (Trust) Ltd.

Introduction

The General Data Protection Regulations (GDPR) impose duties on any organisation that controls or processes personal data. The emphasis of the regulations is control by the person providing the data, ensuring that they have control of what the data can be used for, and ensuring that the Data Controller (the organisation holding the data) abides by their wishes.

This document sets out how data held by the Wensleydale Railway Association (Trust) Ltd is handled, ensuring its security.

If, having read this document, you have any queries please contact the Information Protection Officer by the means outlined below.

Who we are

We are the Wensleydale Railway Association (Trust) Ltd (WRA(T)), a not for profit organisation, that is a registered charity (Registration No. 1088324) and we are the Data Controller for our membership data and data associated with other Trust functions and activities as set out in our memorandum and articles.

Our aims, as set out in our Memorandum and Articles of Association, are:

- i. To advance the education of the public in all matters related to the Wensleydale Railway between Northallerton in the County of North Yorkshire and Garsdale in the County of Cumbria and railways and public transport in general and integrated transport in particular.
- ii. To advance and conserve the heritage of the Railway, and railways in general, for the benefit of the public.

In order to meet our aims we have a fee paying membership who receive our journal "Relay" three times a year. We will from time to time, but not excessively, ask our members to give financial support to various projects which help develop and preserve the heritage the Wensleydale Railway. We may also distribute marketing information relating to events at the Wensleydale Railway or other events we think may be of interest to our members.

WRA(T) has a number of groups that support its activities including:

- i. Scruton Station Support Group;
- ii. Leeming Bar Station Support Group;
- iii. Bedale Station Support Group
- iv. Friends of Leyburn Station;
- v. The Northallerton Branch (including the 250 Club).

These groups are subject to the WRA(T) policies and regulations, including those on data protection.

Contact Information

Any issues relating to any of your data that we hold are dealt with by our Information Protection Officer, who can be contacted by:

Post:

The Wensleydale Railway Association (Trust) Ltd, Leeming Bar Station, Leases Road,
Leeming Bar, Northallerton, DL7 9AR

Telephone:

01677 405805

e-mail:

admin@wensleydalerailway.com

Using the web site:

www.wensleydalerail.com

When joining WRA(T) you will be asked to identify your favoured means of contact.

What we process

Note: Processing includes collection, storage, retrieval, organisation and filing, use, replication, dissemination, destruction or deletion.

We maintain a record of persons who have supplied personal details to us or the 250 Club, all current paid up members of the WRA(T) and past members of the Wensleydale Railway Trust, and Wensleydale Railway Association, who have had a financial transaction with us during the past seven years.

The data we store and process may include:

- name, title, and date of birth, membership number
- contact details – postal address, email address, phone number and links to social media accounts
- family and spouse/partner details and your relationship to other members
- if we consider you to be a vulnerable person
- records of membership fees paid, donations and Gift Aid status, where applicable (as required by HMRC)
- records of communications sent to you by us or received from you
- whether or not the WRA(T) member is has shareholding in the plc
- Information on your engagement in meetings, events, groups and networks.

We do not store any credit/debit card details or your bank details provided for Standing Order purposes.

We will only ask for sufficient information to enable us to conduct our business and will only be used for legal purposes as set out below. We will ask you for your preferred means of communication.

How we use your data

Unless you have requested otherwise, we will use your data to support relevant and appropriate member's engagement and fundraising activities. These include the following communication and marketing activities, which may be sent by mail, email or telephone according to preference:

- sending WRA(T), Wensleydale Railway plc or associated companies or group's publications
- notification of Wensleydale Railway events

- WRA(T) fundraising programmes
- promotion of discounts or services
- promotion of volunteers for the Wensleydale Railway

The WRA(T) may use third-party partners to support the activities described above. If you interact with us through a third party (for example, supporting the Railway through JustGiving) then we may obtain information from them, but only if you have given them your explicit consent. The receipt of data by the WRA(T) in this manner is subject to the third party's own privacy policy and the data obtained is bound by the terms of the privacy statement as soon as it is received by us.

We may use tools to help us monitor and improve the effectiveness of the WRA(T)'s communications with you, including tracking whether the emails we send are opened and which links are clicked within a message. We may monitor visits to our website and use tools such as Google Analytics to improve our website and services.

We will not share your data with any other third party outside of the Wensleydale Railway plc and the WRA(T) group nor will not use any other third party to process your data without your permission, unless we are instructed to do so by a Court of Law.

How long do we keep your information?

We will only keep your data as long as we are legally obliged to do so.

Security

All data held is kept securely. Files holding data electronically are protected by encryption or password, any hard copy of data is held in locked filing cabinets.

Access to the data is restricted to those who have a reason to process your data; a list of those who have been granted access to the data is kept by the Information Protection Officer.

Your rights

GDPR sets out the rights that you have over the processing of your data. These are listed below and we will ensure that your wishes are met.

You have rights to:

- i. **Access.** We will give you access to any of your data that we hold and in the form that you request (e.g. electronic, hard copy);
- ii. **Rectification.** If you find that any of your data that we hold is incorrect we will amend it (if your contact data changes you should tell us);
- iii. **Erasure.** If you request that we erase all or part of your information we will do so, providing we are not legally obliged to keep the information;
- iv. **Restrict processing.** If you wish to restrict the use of your information then we will do so in accordance with your wishes;
- v. **Portability.** Your data will not be shared with any organisation, other than the Wensleydale Railway plc, or be sold to any other organisation without your consent;
- vi. **Object.** You have the right to object to any use of your data that we hold;
- vii. **Use of automatic decision-making.** We will not use any automated processing of your data without your permission.

All requests will be dealt with within one month of receipt of the request and the Information Protection Officer will contact you to confirm that your request has been dealt with. There will be no charge for dealing with requests for any of the above items.

You may withdraw consent for anything that you have previously consented to without affecting any of your other rights to WRA(T) facilities and services.

Your data will not be transferred to any other country or international organisation without your consent.

Breaches of security

We will monitor the security of your data and investigate any breaches of security taking appropriate action to rectify the issue. You will be informed if there is any breach of data security and actions that have been taken.

Complaints

If you are not satisfied with the way your data is being processed by us you have the right to complain to the Information Commissioner's Office who can be contacted through their website at <https://ico.org.uk/> or by telephoning their Helpline on 0303 123 1113.

Please Note: From time to time we may use your information for new purposes not currently described in this statement.

If our information practices change at some time in the future, we will publish our policy changes on the Wensleydale Railway website."