



Vale of Berkeley Railway 2021 -2022 Privacy Statement

The Vale of Berkeley Railway (VoBR) is covered by the requirements of the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). It has in place a Data Protection Policy and Procedure to ensure compliance. This Privacy statement is based on the Policy document to inform you of the VoBR's policy on information that it records.

It explains the conditions under which the VoBR may process any information that it collects from you, or that you provide to it. It covers information that could identify you ("personal information") and information that could not. In the context of the law and this notice, "process" means to collect, store, transfer, use or otherwise act on information.

The VoBR takes the protection of your privacy and confidentiality seriously and understand that everyone is entitled to know that their personal data will not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party.

• What Personal Data does the VoBR hold for Members?

The VoBR collects data as provided when Members complete an Application form. This comprises names & addresses, dates of joining, class of membership (Adult, Senior, Family, Junior), telephone numbers, email addresses, monies paid and, where members have elected to pay by direct debit or standing Order, bank details. For Junior Members ages are also held to comply with Safeguarding Requirements.

For Volunteers the following additional information is held:

- Details of relevant experience.
- Relevant qualifications and training courses undertaken whilst a VoBR Volunteer or with other organisations.
- Health declarations and, for those Volunteers working trackside or in Safety Critical roles, completed health information questionnaires.

There is stronger legal protection for more sensitive information such as health information and the VoBR have measures in place for this.

• What Personal Data does the VoBR hold for non-members?

Data from non-members is not routinely collected however where individuals have joined one or more of the various funding clubs etc. data as provided when completing the Application form is collected. Typically this comprises names & addresses, bank details, telephone numbers, email addresses, monies paid, renewal date, wins.

• Why does the VoBR need the Personal Data?

The VoBR holds the data to comply with its legal and other responsibilities; maintain a register of VoBR Members & Volunteers; make annual returns to the Charity Commission; call and hold Members meetings as required by the Constitution; ensure the proper management of VoBR, including opening and maintaining bank accounts; otherwise further the interests of VoBR by contacting Members and Volunteers to seek their ongoing support.

• The VoBR and 3rd Parties

The VoBR respects the confidentiality of Members' Personal Data and does not provide it to third parties other than as is strictly necessary to comply with its legal and other responsibilities. In this context 3rd includes recipients of any generally distributed communications materials such as Magazines, e-mails, social media posts etc.

• How does the VoBR protect Personal Data?

Data that is held electronically is password protected. Data that is held in hard-copy is kept under lock and key. In all cases access is strictly limited to those that have a legitimate need to use it. Data is only held for as long as is legally necessary. This does however mean that it may be kept after an individual has ceased to be a Member.

• Collecting the Personal Data

VoBR collects Personal Data when a person signs up (and is a pre-condition of signing up) as Member or to one of the funding clubs. Additional data is collected if a person becomes (and is a pre-condition of becoming) a Volunteer.

• Collaborative working by Volunteers

There will be occasions when e-mail details of volunteers are shared, with the agreement of the volunteer, with other volunteers to assist in collaboration, communication and decision making.

• Accessing or amending the personal data the VoBR holds

If you wish to have access to, or amend, the Personal Data that VoBR holds on you, please contact the VoBR Membership Secretary by e-mail or post at the address shown below.

Unless you advise the VoBR Membership Secretary in writing that you prefer not to be contacted by email VoBR will normally communicate with you by email, failing which by post or telephone.

• The VoBR website

The VoBR website does not use cookies and does not record personal information. In line with most websites anonymous statistical analysis of information, such as location of those visiting the site may be collected.

We will continuously review and, where appropriate, improve our Privacy Policy and performance at the VoBR Trust Board Meetings. The policy and this statement will be reviewed annually for its continued relevance by the VoBR Board of Directors and published on the website.



VoBR Contact Details
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