

Inter City Railway Society Privacy Policy

What personal data does Inter City Railway Society collect:

The data we collect is members' names, addresses, telephone numbers, email addresses and dates of birth as provided on the Membership Application form, subsequent follow up communications or Renewal Form. Names and addresses only are also stored from those who order books / sundries so orders can be tracked and accurate analysis can be undertaken to check stock levels. Addresses are checked via the Royal Mail postcode finder.

What is this personal data used for:

We use members' data for the administration/analysis of your membership, the communication of information, sending printed copies or pdf versions of our magazines **TRACKS** and **TRACKS extra**, the organisation of events and managing the supply of books/sundries.

How is your data stored:

Original Membership Application and Renewal Forms or downloaded Applications by PayPal are kept by the Membership Secretary. Data from Order Forms is kept by the Publications Manager. Data from Membership Forms or Order Forms is transferred to excel spreadsheets and held on computers in the following ways:

- A Membership database held by the Membership Secretary.
- A Sales database held by the Publications Manager compiled from names and addresses only supplied on Order Forms or from PayPal.
- Email addresses of members are kept on contact lists by the Membership Secretary and Editorial Manager in order to communicate Society information including membership renewal and supply our magazines by pdf. Emails are deleted from these lists on resignation/death of the member.

Temporary lists may be compiled for events usually only of names and a contact email or telephone number.

Who in ICRS has access to your data:

Members of the committee will be given access to Membership and Sales databases for any legitimate purpose to do with their roles as officers of Inter City Railway Society but will not be free to pass it on to any other person or organisation. Any member delegated to organise an event with limited data temporarily held on only those attending the event.

Who is your data shared with:

We provide limited data to third parties in the following ways:

- Names and addresses only on a distribution mailing list as required for each issue to the printers of our magazines via a secure ftp link. This is organised to show your membership status and provide Renewal Forms if needed.
- Names and addresses only are provided on a mailing list to the printers of our books
- Names only are occasionally provided for security reasons as a condition for visiting a railway facility.

Who is responsible for ensuring compliance:

The person who is responsible for ensuring Inter City Railway Society discharges its obligations under the GDPR is the Membership Secretary, whose details can be found in **TRACKS**.

He is the person who is responsible for maintaining a log of data breaches and notifying the Committee in accordance with our legal obligations

How can you ask for data to be limited, corrected or removed:

On application for Membership you can choose not to supply certain data as explained below:

- You could maintain your membership with just your correct name and address but without other contact details. However, we do need to have at least one method of contacting you other than by post, the cost of which is not covered by the Membership fee. You could either maintain an up-to-date email address, provide a telephone number or both.
- You do not need to provide us with your full date of birth but without at least the year of your birth we would be unable to verify your eligibility.

Once supplied your personal data can be corrected or updated at any time by contacting the Membership Secretary.

You can ask to have your data removed from the database by contacting the Membership Secretary, however **you would then not be able to access any Inter City Railway Society membership benefits, the magazine, applying to attend events or obtaining discounts on books.**

How long we keep your data for, and why:

- Basic Membership data, name and address only is kept after resignation or their lapse of membership. All other contact data is deleted. This is because we find members sometimes later wish to re-join (occasionally after several years) and if we no longer had their records we would be unable to establish their previous Membership number(s) or length of Membership. This data will be deleted on request to the Membership Secretary. Similar data is retained on members who die whilst still a member and as above will be removed on request by next of kin.
- Sales data in the form of names and addresses only is kept for the year previous to the current year.

Retaining basic data allows statistical analysis of membership and sales helpful to the efficient management of the Society.