



GENERAL DATA PROTECTION REGULATION 2018 GUIDANCE

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BACKGROUND

Guidance applicable to

This Guidance is applicable to the High Wycombe & District Model Railway Society and its members.

Definitions (as specified in the Regulations)

Owner, owner of data	This refers to the individual person
Organisation, the Society	This refers to the club or business gathering the data
Data controller	The person responsible for ensuring compliance with this Regulation

Legal requirements

From 25 May 2018, the Data Protection Act 1998 will be replaced by the General Data Protection Regulation 2018. Whilst this Regulation derives from EU legislation, the UK Government has stated that it will be implemented and carried forward into United Kingdom National Law from March 2019. Failure to comply with this Regulation can lead to financial penalties.

Principle requirements

All individuals who give personal data to organisations have the right to determine how it should be used. Organisations collecting personal data, for whatever reason, must state the reason why it is being collected and seek the individual's permission to use it in those ways.

The legislation applies to all records, either paper or computer based. It is also irrelevant as to whether the organisation is registered with the Information Commissioner.

Achieving compliance

There are a number of steps to demonstrate compliance:

- **Data use policy**
This should include details of the type of data being collected, how it is stored, its use and who it is shared with both inside and outside the Organisation.
- **Obtaining consent**
It is a fundamental requirement of the Regulation that each person has given positive consent as to how their personal data is used. Having made their choice, it is their responsibility to vary the permissions; the Organisation is under no obligation to seek permission periodically and if statements of preferences, compliant with this Regulation are already held, they may continue to be relied upon.
- **Disclosure of information**
The Organisation is required to disclose all data held on an individual, should the individual request it.



GENERAL DATA PROTECTION REGULATION 2018 POLICY

1. Introduction

The High Wycombe & District Model Railway Society (the Society) will comply with the requirements of the General Data Protection Regulation 2018. This Policy sets out how that will be achieved and who within the Organisation will be responsible for ensuring compliance.

2. Definitions

‘Associate(s)’ means all of the following classes of Membership of the Society together with related organisations in respect of whom data is collected:

Individual Associate	Individual Members whether Full, Senior, Student, Junior, Concessionary or Other having full voting rights
Other Associate	Honorary Members who do not have voting rights and Friends of the Society.
Members/Membership	Collectively, the total of the Individual and Other Associates
Organisational Associate	Model railway clubs and societies, railway interest group societies or other not for profit organisations together with individuals who are not Members but are exhibiting layouts and demonstration stands at the annual Wycrail Exhibitions.
Commercial Associate	Sole traders, trading organisations and other commercial organisations

3. Type of data collected

The Society will collect some or all of the following data in respect of each Associate, as follows:

Individual and Other Associate (the Members)

Name, postal and email address, telephone numbers and date of birth.

Also, for some, their bank sort code and bank account numbers.

Details of Members personal railway interests

Details of Members own layouts may be provided for inclusion on the Society’s website.

Organisational Associate

Name of the Organisation together with its postal and email address and telephone numbers.

Also name(s) of the individuals (for example the Secretary, Exhibition Manger or Layout Owner) to be contacted at the Organisation together with their postal and email addresses and telephone numbers if different from the Organisation’s details.

Commercial Associate

Name of the Commercial Associate together with its postal and email address and telephone numbers.

Also, for some, their bank sort code and bank account numbers.

Also name(s) of the individuals to be contacted at the Commercial Associate together with their postal and email addresses and telephone numbers if different from the Commercial Associate’s details.



GENERAL DATA PROTECTION REGULATION 2018 POLICY *continued*

4. Storage of data

In all cases, the data is stored on password protected computer but it should be noted that the details of the bank sort code and account numbers are only recorded in the commercial website of the Society's Bankers.

Information on the paper membership application forms, which are completed by all Individual Associates at the time of joining, is transferred to computer records by the Membership Secretary, after which the paper forms are destroyed.

Paper invoices, receipts and payment vouchers relating to receipts and payments by the Society are retained by the Treasurer or a nominated assistant together with electronic copies on computer where applicable.

5. Use of data within the Society

The Society uses the collected data to administer the Organisation.

The Society's usual method of contact is by email but may also contact by telephone or letter.

In addition, the email addresses of Members are used to circulate notices, newsletters and other information relating to the Society and its activities; these emails may include the email addresses of and be sent to more than one Member.

Also, the Individual and Other Associate Membership list including the individuals' contact details may also be circulated to the Membership from time to time.

Items of railway or modelling interest not directly connected with the Society, are circulated from time to time, usually by email.

The data is also used in connection with the annual Wycrail Exhibitions.

6. Sharing data outside of the Society

The Society does not share data with any Organisation which is not an Associate of the Society.

There are occasions when it is necessary to contact either an Organisational Associate or a Commercial Associate and to include the contact details of one or more Members of the Society. Typically, this occurs when dealing with a supplier or a contact relating to our annual exhibition or a third party's exhibition. Under no circumstances will data be provided to any Organisational Associate without the express permission of the Members concerned.

The Society's website, promotional material and advertising (such as related to the annual Wycrail Exhibition) includes data which is made available to the general public (for example information about the Committee). This information can include the personal data of Members and details of layouts which are privately owned by Members. Again, under no circumstances will this data be included on our website or in advertising without the express permission of the Members concerned.



GENERAL DATA PROTECTION REGULATION 2018 POLICY *continued*

7. Deletion of data

When a Member resigns from the Society, all data other than that relating to the Society's accounting records, will be deleted within four weeks of the receipt of the Member's resignation. The Member's resignation must be in writing, either by email or letter, addressed to the Membership Secretary.

Alternatively, a resigning Member may request transfer to the Friends of the Society; in which case the appropriate personal data will be retained in respect of that ex-Member.

For deceased Members, the Society will make every effort to arrange for the deletion of data in a sympathetic and timely manner.

8. Members choice of use of data

Every Member has the right to instruct the Society on how their personal data is used. Each Member will be sent a form detailing the data held on registers and will have the opportunity to instruct that it be deleted or restricted for any or all uses except those involved with the administration of the Society (for example: the accounting records).

The form is also available on the Society's website and Members may change their permissions at any time by completing a new form and sending it to the Membership Secretary.

9. Ensuring data accuracy

It is the responsibility of each Member to ensure that they advise the Membership Secretary promptly of any changes to the data held by the Society. The Membership Secretary is Rob Brooks whose email address is robert.j.brooks@hotmail.co.uk.

10. Data Controller and security

Rob Brooks is the Data Controller, whose email address is robert.j.brooks@hotmail.co.uk and who holds the responsibility for ensuring that this policy is complied with.



High Wycombe & District Model Railway Society



GENERAL DATA PROTECTION REGULATION 2018 POLICY USE OF DATA CONSENT FORM

The High Wycombe & District Model Railway Society holds live data on all Members. Whilst this is used for the administration of your membership, it is also used to send you other information which it is considered may be of interest to you. In all cases the usual method of contact is by email but there may be occasions when this is by telephone or letter. These communications may involve providing your contact details to other members or Associates.

You have the right to determine how personal data is used by the Society. You can do this by completing this form and returning it to the Membership Secretary, whose email address is robert.j.brooks@hotmail.co.uk

Member details

Full name	
Postal address	
Home telephone	
Mobile telephone	
Email address	
Date of birth	
Details of own layout	

If you will require any payments from the Society to be made to you by bank transfer, please provide the Treasurer with details of your bank sort code and account number. This information will be entered into the Commercial website of the Society's Bankers and not used for any other purposes.

Receiving of information

Please tick all boxes relevant to information receivable from the Society by email, telephone or letter.

	Society membership register	Society events, newsletters and general information	Information relating to events organised by third parties	Items of railway or modelling interest
Receive information on				

Listing on Membership Register available to all Members

This information is not shared with any organisations or individuals outside the Society.

Information may be included on the Society's website or in advertising, which would then be available to the general public.

There are occasions when it is necessary to contact either an Organisational Associate or a Commercial Associate and to include the contact details of one or more Members of the Society. Typically, this occurs when dealing with a supplier or a contact relating to our annual exhibition or a third party's exhibition. Under no circumstances will data be provided to any Organisational Associate without the express permission of the Members concerned.

Please tick all information that you are content to have included in each of the published Membership register, the Society's website and advertising provided to Organisational or Commercial associates

Location of data	Full name	Postal address	Telephone numbers	Email address	Members own layout
Within the published Membership Register					
On the Society's website, promotional material and advertising					
To Organisational Associates or Commercial Associates					

SignedDate.....