



High Wycombe & District Model Railway Society Privacy and Data Protection Policy

1. HW&DMRS (High Wycombe & District Model Railway Society) needs to keep personal data about its committee, members and supporters in order to carry out group activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in our group's legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations, or
 - to protect someone's life, or
 - to perform public tasks.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. HW&DMRS members who join the club's WhatsApp group should be aware that social media platforms such as this openly share mobile phone details amongst its users. HW&DMRS members are advised to consider this before joining these groups.
12. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the GDPR Information Commissioner's Office within 72 hours, and to the individual concerned.
13. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

1) Introduction

1. HW&DMRS has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

2) General procedures

Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website, we will ensure the third party comply with the UK GDPR.

1. When we no longer keep data, when someone has asked for their data to be deleted or when a membership ceases, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
2. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.
3. We will never share any personal data including your email address nor social media contact details with any third party.
4. We do not intend to collect or knowingly collect information from children.

3) Mailing list

We will maintain a mailing list. This will include the names and contact details of people who wish to receive information and publicity from HW&DMRS.

1. When people become members of HW&DMRS we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give individual consent to receive messages, and will only send them messages which they have expressly consented to receive.
2. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
3. We will provide information about how to be removed from the list with every mailing.

4) Contacting members

We will maintain a list of contact details of our members.

1. People will be removed from the list if their membership has ceased.
2. To allow members to work together e.g. within a project team, it may sometimes be necessary to share member contact details with other members. We will only do this with explicit consent.

5) Contacting committee members

The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.

1. Committee contact details will be shared among the committee.
2. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than HW&DMRS business, without explicit consent.

6) Review

These procedures will be reviewed by the committee at least every 12 months.

High Wycombe & District Model Railway Society
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