



TVRUG DATA PRIVACY POLICY

Version 1.1 Last update 12 May 2018

1. Who are we?

2.1 We are the Tyne Valley Rail Users Group (TVRUG). We can be contacted at TVRUG Secretary, Cornmill Cottage, Station Road, Bardon Mill, Northumberland NE47 7HY and juliegibbon@icloud.com and 01434 344383.

2. About this Policy

2.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

2.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

2.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (<https://www.tvrug.org.uk>) regularly for any amendments (but amendments will not be made retrospectively).

2.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing TVRUG's membership.	Performing TVRUG's contract with the Member. For the purposes of our legitimate interests in operating the Group.

Type of information	Purposes	Legal basis of processing
The Member's name and e-mail address.	<p>Contacting members with TVRUG news e.g. via MailChimp or similar.</p> <p>Contacting members to conduct TVRUG surveys e.g. by SurveyMonkey or similar.</p>	<p>Consent. We will seek the Member's consent on their membership application form and each membership renewal form or subsequently. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to be used in this way by TVRUG or for those details to be held by TVRUG at all.</p>

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EEA.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where your information is transmitted over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we accept from you online we will use a recognised online secure payment system. Third parties will be used for this and TVRUG will not collect personal details in reference to payments.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties except where required to do so by law.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the TVRUG and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager juliegibbon@icloud.com

Change Log

Issue 1.1 12.05.18 Original Document, no changes to record.