



## ANNUAL MEMBERSHIP PRIVACY NOTICE

Alford Valley Community Railway Community Benefit Society ("AVCR") are the Data Controllers of the personal data collected and processed by us. This Privacy Notice explains how we collect, use and keep personal data obtained in relation to Membership of AVCR.

### **1 WHAT INFORMATION DO WE COLLECT AND HOW IS IT USED?**

In order for individuals to register to participate in membership of AVCR, AVCR will collect your name, address, email address and telephone number, via the Application Form. You will be required to agree to the Charitable Benefits of the AVCR and provide confirmation that you are over 18.

Personal data is stored in a range of different places, including our AVCR files, accounting system and email system, but is subject to controls to ensure security and prevent unauthorised access and/or disclosure.

When registering for the AVCR Membership, you will be asked to consent to your details being shared amongst Trustees and perhaps other members. You have the right for this information to not be shared and if you choose not to consent to this, it will not affect your membership of AVCR.

Please be assured that we will never buy, sell or trade personal data to any third parties.

### **2 WHY DO WE PROCESS PERSONAL DATA?**

Your personal data is processed for the following purposes:

- To fulfil a contract for our services, e.g. to become a member of AVCR
- To comply with legal or regulatory requirements
- To communicate with Trustees and Members, based on our legitimate interests;

### **3 WHO HAS ACCESS TO YOUR DATA?**

Your information will be shared internally with the Trustees and members, only if access to the data is necessary for performance of their roles.

On occasion, we may be legally required to share personal data i.e. in the course of a criminal or legal investigation.

We may disclose your personal data to third parties who provide us with goods and/or services, including IT service providers, payroll and financial/accountancy providers.

Where we engage third party suppliers to process data on our behalf, we do so on the basis of written instructions, ensuring the third party has implemented appropriate technical and organisational measures to ensure the security of data.



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Any sharing of personal data is subject to appropriate due diligence assessments, along with the implementation of contractual and confidentiality controls.

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### 5 HOW DO WE PROTECT YOUR DATA?

AVCR have implemented controls to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our Trustees in the performance of their duties.

### 6 FOR HOW LONG DO WE KEEP YOUR DATA?

AVCR will hold data relating to your membership for the duration of our contractual relationship with you and for a period of 7 years thereafter, as per HMRC rules.

In the case of queries or questions, data will be retained to enable a timely response and will not be retained thereafter.

In cases where data is held for a longer period of time, where there is a legal or regulatory reason to do so, data will be deleted when it is no longer required for the legal or regulatory purpose it was held for.

### 7 YOUR RIGHTS

As a data subject, you have a number of rights, in certain circumstances as follows:

- access and obtain a copy of your data on request;
- to change incorrect or incomplete data;
- to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data in certain circumstances
- to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, or if you have any queries relating to the processing of your personal data, please contact us at [avcrinformation@gmail.com](mailto:avcrinformation@gmail.com).

If you believe that we have not complied with your data protection rights, you can contact the Information Commissioners Office via [www.ico.org.uk](http://www.ico.org.uk)

This policy is subject to regular review and change at any time and its most current version is available on request via [avcrinformation@gmail.com](mailto:avcrinformation@gmail.com)