



PRIVACY NOTICE - VOLUNTEERS

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 members and volunteers of AVCR.

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

In order for individuals to register to volunteer with AVCR, we are required to collect specific information (personal data) about you. Such information includes:

- Name, address, email address and telephone number
- Date of Birth
- Emergency contact details
- Training, competency and skills specific to the role that you are volunteering for
- General risk assessments

Please note that if you volunteer to be a Train Driver, you will be required to undertake a medical assessment to confirm that you are fit to undertake the task, as this is a legal requirement. The medical certificates do not document any specific information about your health but document that you have passed the medical assessment and meet the fitness requirements.

Additionally, if you have any additional needs, a specific risk assessment will be required to ensure that appropriate controls and support measures are put in place to protect you and others. It is your choice to have this type of risk assessment undertaken, however, if you do not agree to do this, you may not be able to volunteer with AVCR.

All personal data is typically collected directly from you via the Application Form and, if applicable, specific Risk Assessment Forms.

Personal data is stored in a range of different places, including our AVCR files, which are both physical and electronic (SharePoint), our 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 or to be a volunteer, your personal data may be shared amongst Trustees and other members, for the purposes of administration, operational activities and for us to communicate with you about matters relating the Railway operations and activities.

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 volunteer 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 other volunteers, only if access to the data is necessary for performance of their roles and the safe operation of the Railway.



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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.

Any sharing of personal data is subject to the implementation of confidentiality controls and, where applicable, contractual agreements.

4 HOW DO WE PROTECT YOUR DATA?

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

5 FOR HOW LONG DO WE KEEP YOUR DATA?

AVCR will hold data relating to your engagement with us for the duration of our relationship with you and for a period of 7 years thereafter.

6 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.

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

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