

## **POULTON & WYRE RAILWAY SOCIETY DATA PROTECTION POLICY**

### **1. What personal data do we collect?**

- If you register for membership, we ask for personal information such as name, address and contact details;
- When you browse our website as a member of the public, the pages you view and the links you click on are anonymously recorded.

### **2. What we use your data for?**

- To ensure your eligibility for membership;
- To ensure you are covered for public liability insurance for volunteering;
- To keep you informed, should you so wish, of news and events pertaining to the PWRS;
- For anonymised web visitor analysis for the purposes of improving our web content.

### **3. Cookies:**

We use cookies to record your visit.

### **4. Embedded content from other websites:**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content.

### **5. Data processing:**

We do not process data for any purposes other than these except if required to do so by UK law. We do not share your personal data with anyone unless you give your explicit consent for us to do so, for example, as part of a referral. We delete your personal data once these tasks have been completed.

### **6. How we protect your data:**

Your data is stored on a secure password protected web server and access is controlled on a strictly need to know basis.

### **7. Your rights:**

You have the right to ask the PWRS what information we hold about you, and what we do with this information. In addition, you have the right to ask for correction, object to processing, lodge a complaint, or even ask for the deletion or transfer of your personal data.

A Data Protection Impact Assessment has been conducted by the PWRS and the Society maintains a Personal Data Breach Register. Based on severity, you will be informed within 72 hours of identifying the breach.

The PWRS creates awareness among its members and volunteers about key GDPR requirements, and conducts regular training to ensure that members remain aware of their responsibilities with regard to the protection of personal data and identification of personal data breaches as soon as possible.