

## Personal Information Privacy Policy

### **A. Introduction and general terms**

#### **1. Preliminary.**

1.1. This Privacy Policy applies to Famous Trains Model Railway Ltd and Famous Trains Model Railway (Charity) henceforth referred to as FTMR.

1.2. This policy sets out how FTMR obtain, use and protect personal information:

- That you provide to us, or
- That is otherwise obtained or generated by us.

And which relates:

- To you, or
- To any individual connected with you.

1.3. In relation to your membership of, or volunteering to, FTMR.

#### **2. Scope of this Privacy Policy.**

2.1. This Privacy Policy explains:

- a) What information we may collect about you;
- b) How we aim to keep your information safe;
- c) What we may use your information for;
- d) Who we may share your information with; and
- e) Your rights regarding your personal Information.

#### **3. Trustees and Committee Members are separate Data Controllers**

3.1 for the purposes of applicable data protection legislation, the Trustees are the data controller in respect of your Personal Information.

3.2 for the purposes of applicable data protection legislation, committee members may be data controller of certain parts of your Personal Information in respect of the use by the committee member of that Personal Information for its purpose as outlined in this document.

#### **4. Position of Committee Members as a data controller of certain of your Personal Information**

The Committee Member's position as a data controller of certain parts of your Personal Information may be explained as follows:

4.1 The information referred to in 3.2 Above is all information which:

- a) the Committee Member could have lawfully collected and stored itself, and
- b) in respect of which the Committee Member would have been the data controller.

4.2 However, in the interests of efficiency, the Committee Member has not separately stored that data.

4.3 Instead that data is common data in relation to which

- a) the Trustee is a data controller for the purposes specified in this document, and
- b) the Committee Member is a data controller for the purposes specified in this document.

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## 5. The Committee Members are also data processors on behalf of the Trustees

5.1 The Committee Member may also process, on behalf of the Trustees, all or some of your Personal Information

5.2 In such a situation, the Committee Member is also acting as a data processor for the purposes of the applicable data protection legislation.

## B. Internal purposes of processing your Personal Information

The purposes for which the Trustee and/or the Committee Member intend to process your Personal Information are outlined in this document.

## C. Legal basis for processing Personal Information

### 1. The Trustees

The Trustees will process Personal Information relating to you on one or more of the following grounds:

1.1 to give effect to provisions of your membership relating to benefits from FTMR.

1.2 For the purpose of giving effect to legal obligations that apply to the trustees in connection with FTMR.

1.3 On the ground that such processing is necessary for the purpose of one or more of the Trustee's following legitimate interests.

a) To manage membership

b) To calculate and collect your contributions to FTMR and to provide your benefits

c) To manage matters associated with the provision of your benefits.

### 2. The Committee Members

The Committee Members will process Personal Information relating to you on one or more of the following grounds:

2.1 any of the grounds specified in **1.1** or **1.2** above, but read as if references to Trustee were to the Committee Member; or

2.2 on the ground that such processing is necessary for the purposes of one or more of the Committee Member's following legitimate interests:

a) to manage membership

b) To calculate and collect your contributions to Famous Trains Model Railway and to provide your benefits

c) To manage matters associated with the provision of your benefits.

## D. Information we may process about you

### 1. How do we collect Personal Information about you?

1.1 set out below are the ways in which we collect Personal Information about you:

a) you may have submitted an application form containing personal information about you or a connected person,

b) we may have been provided personal information relating to you or a Connected Person via a third party,

c) we may have been informed if there were subsequent changes to your details

d) you may inform us from time to time of any changes to your personal circumstances,

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e) we may contact you from time to time to ask that you confirm the accuracy of, and where necessary provide us with updates to, the Personal Information we hold about you.

1.2 we do not collect or store Personal Information through the use of cookies or similar technology on our website.

## **2. Possible options not to provide Personal Information**

2.1 depending on the grounds on which we are processing your Personal Information, you may not have to provide the personal information we request from you.

2.2 But, in such a situation, there may be a delay in the provision of benefits from FTMR.

## **3. What types of Personal Information may we process about you?**

3.1 As a member or volunteer of FTMR we may process any or all of the following Personal Information about you:

- a) Personal details such as your name, email address, postal address, telephone or mobile number and other identifiers.
- b) Family information
- c) Skills, relating to the construction, operation and maintenance of a model railway
- d) Bank account details, for the arrangement of Direct Debits,

3.2 we may process the following personal information about and Connected Person:

- a) name, email address, postal address, telephone or mobile number and other identifiers;
- b) information about your relationship with the Connected Person (eg that you are married to the Connected Person).

## **E. Keeping your information safe**

### **A. Online and paper systems**

1.1 We aim to hold your Personal Information on individual laptop computers owned by FTMR or their Committee Members.

1.2 These are systems which we consider to be secure and in respect of which arrangements are in place to protect your Personal Information from unauthorised access.

1.3 Some or all of your Personal Information is or may be retained on paper files which we consider to be held securely.

### **2. Retention of your Personal Information**

2.1 We aim to hold your Personal Information on our systems for the longest of the following periods:

- a) To enable us to fulfil our obligations in respect of the administration of membership services.
- b) For the period required by law; and
- c) For the period to enable us to evidence, in relationship to your membership or involvement with FTMR.

2.2 This will mean that processing of your Personal Information will continue after you have ceased to have been a member.

## **F. What we may process your information for**

We process your Personal Information for all or any of the following purposes:

1. In relation to any correspondence (including queries relating to membership) related to the administration of FTMR
2. To notify you about our activities and changes to activities
3. To provide information to you about FTMR, your benefits and options that may be available to you including contributions to FTMR
4. Complying with any applicable present or future law, rule, regulation, guidance or directive, and complying with any applicable voluntary codes
5. For internal record keeping purposes
6. To send you news about FTMR
7. For the purpose of locating you or for establishing whether you are still alive.
8. Where it is necessary to select, or to hold an election for, officer and committee posts, for the purpose of inviting nominations and, where applicable, circulating voting papers
9. Complying with demands or requests made by local and foreign regulators, governments and law enforcement authorities, and complying with any subpoena or court process, or in connection with any litigation.

## **G. Who we may share your information with.**

1. Potential recipients of your Personal Information  
We may share your Personal Information with all or any of the following recipients as we consider may be necessary or desirable to administer FTMR or comply with contractual obligations or, without limitations, other legal obligations, which we may be under to you or in relation to you or FTMR.
  - 1.1 those members who will be dealing with the management and administration of FTMR.
  - 1.2 Local and foreign regulators, governments and law enforcement authorities.
  - 1.3 Local and foreign courts, tribunals and arbitrators, other judicial committees and enactments of laws.
  - 1.4 Insurance companies which we use to insure assets in the possession of FTMR
2. Transfer to third parties to be subject to an obligation to protect confidentiality and security  
All third parties to whom we transfer Personal Information relating to you will, unless overridden by law, be under an obligation to protect the confidentiality and security of that personal information.

## **H. Your Rights regarding the Personal Information you provide to us**

1. The accuracy of the information we hold about you is important to us. Under applicable data protection legislation you have rights concerning your Personal Information.
  - 1.1 you have the right to correct any inaccurate or incomplete Personal Information we hold on you.

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- 1.2 You have the right to receive a copy of the Personal Information we hold on you, which we must provide to you in a structured, commonly-used and machine-readable format.
- 1.3 Depending on the grounds on which we are processing your Personal Information, you may have a right to require us to stop or to restrict our processing of your Personal Information.
- 1.4 Depending on the purpose for which we are processing your Personal Information, you may have a right to require the erasure of Personal Information we hold on you once it is no longer necessary in relation to the purpose for which the information was collected or is being processed.
2. Please contact us if you wish further information about any of these rights (or you wish to exercise any of these rights) using the contact details in **Section K**
3. If you have a complaint about how we manage your information please contact us. Our contact details are in **Section K**
4. If you are still not satisfied after going through our internal complaints procedure you can then complain to The Information Commissioner's Office:
  - 4.1 by telephone on 0303 123 1113, or
  - 4.2 through the following link: <https://ico.org.uk/global/contact-us/email/>
5. However, you may complain direct to The Information Commissioner's Office without going through our internal complaints procedure

## **I. Changes to our Privacy Policy**

1. We will review and may update our Privacy Policy from time to time.
2. Any changes to the Privacy Policy will become effective when we post the revised Privacy Policy on our website.
3. Please check our website to see any changes to our Privacy Policy, a summary of which we will set out in **Section J** below. In any event, as a member of FTMR, all important changes made to our Privacy Policy will be sent to you by email or post at the last address we hold for you.
4. If you change your contact details, please let us have the new details so that we can update our records (see **Section K** below).
5. This Privacy Policy was last reviewed in May 2018.

## **J. Previous changes to the Privacy Policy**

Currently none

## **K. Contact and address details**

1. If you have any questions, comments or requests regarding any aspect of the Privacy Policy, please do not hesitate to contact us at:  
by post: FTMR Pineside; Burleigh Drive; Derby; DE22 1AL  
By email: [chair@famoustrains.org.uk](mailto:chair@famoustrains.org.uk)

## **L. Important legal notes**

1. Please remember that: rights to any benefits provided by membership of FTMR are determined by the Trustees from time to time in force and as applicable to you.