



Forest Road, LYDNEY. GL15 4ET | Tel: 01594 845840 | www.dfrsociety.org.uk

PRIVACY AND DATA POLICY

1. Minimum Personal Data Requirement

The Society will hold the minimum personal data consistent with servicing its Members and complying with the constitution of the Dean Forest Railway Society, and with the General Regulations of the Charitable Incorporated Organisation.

The data held for a member will be Title, Name, Date of birth (if under 18), Email Address, Postal Address including Postcode, Telephone Number and date of joining/membership renewal. Necessary bank details will be processed for members who wish to pay subscription fees by standing order or direct debit.

Additionally, for Trustees, the Society may hold data on date of birth, professional qualifications and a brief CV, as appropriate.

2. Secure Storage of Information

The personal information will be stored securely on a database and will only be made available within the Dean Forest Railway Society:

- a) To enable applications for, and renewals of, membership and other enterprises to be processed and to enable the distribution of formal documents, magazines, and other appropriate communications.
- b) In line with the Data Protection Act and General Data Protection Regulations.
- c) To other members who have a legitimate reason for requesting personal details i.e. to call an EGM and as laid down in the CIO (General) Regulations 2012, Schedule 1 Part 3 (Members register: Access to Register).

3. The Rights of Members

Members have the right to see what data the Society holds on them, and to ask for information to be corrected. In addition, the CIO (General) Regulations, 2012, Schedule 1 Part 1 (Register of Members) states the minimum data required to be held, and that former members details shall be retained for 10 years, before destruction.

4. Membership Applications

The membership application form (electronic or printed) shall include a Privacy Statement and require the applicant to actively consent to the Society holding their personal data.



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5. Working Members

The information held on members who express an interest in volunteering at the Dean Forest Railway will be passed to the Society's Volunteer Liaison Officer, for the sole purpose of the Volunteer Liaison Officer contacting these members to discuss volunteering.

Any information required to be held by the Forest of Dean Railway Ltd as part of statutory records relating to persons undertaking voluntary work at the railway will be managed by the Forest of Dean Railway Ltd (or its subsidiaries) and is not part of the data held by the Society.

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