

Data Protection Policy

Introduction

The **Slough & Windsor Railway Society** (hereinafter referred to as the **SWRS**) needs to gather and use information about owners, leaseholders, members, friends of the **SWRS**, contractors, suppliers and any other organisations or people in relationship with or may need to be contacted by the **SWRS**. This policy describes how personal data is collected, handled and stored by the **SWRS** to meet data protection standards and comply with the law.

The Purpose of this Policy.

- To comply with data protection law and follows good practice.
- To protect the rights of members, friends of the **SWRS**, contractors, suppliers and other stakeholders.
- To demonstrate that the **SWRS** is open about how it stores and processes individual's data.
- To protect the **SWRS** from risk of data breach.

Data Protection Law.

The General Data Protection Regulation (GDPR) is an EU directive adopted on 25th May 2018 and describes how organisations including the **SWRS** should collect, handle and store information. These procedures apply to all data stored on paper, electronically and any other media of data, including archive information.

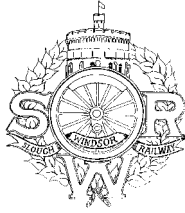
To comply with the law, personal information must:

- Be collected and used for **SWRS** use only.
- Be stored safely and not disclosed other than in the interest of or for the purposes and aims of the **SWRS**.
- Assure that confidential information is kept securely.

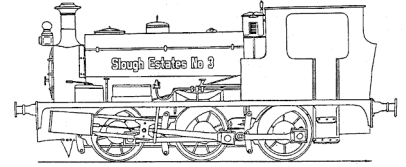
Key Principles of the Act.

The GDPR is underpinned by eight important principles. These say that personal data must:

- Be processed fairly and lawfully.
- Be obtained only for specific, lawful purposes.
- Be adequate, relevant and not excessive.
- Be accurate and kept up to date.
- Not be held for any longer than necessary.
- Be processed with the permission of providers.
- Be protected in appropriate ways.
- Not be given to other parties without providers' permission and appropriate protection applied.



Slough & Windsor Railway Society



A company limited by Guarantee, Registered Charity No. 1132652

Who Needs to Operate this Policy?

- All directors, officers and administrative appointees of the **SWRS**.
- All contractors and suppliers.

What Data does this Policy Apply To

All data that the **SWRS** holds relating to identifiable individuals within the SWRS or having connection with the **SWRS**, to include but not limited to:

- Names of individuals
- Postal addresses
- E-mail addresses
- Telephone numbers
- Any relevant personal information relating to individuals connected with the **SWRS**.
- Membership – personal data of members.
- Car park Concessions – personal data of members.
- Presentations and any form of reporting personal data of members.

How the Organisation will manage Data protection banks.

The implementation of this policy helps protect the **SWRS** from data security risks.

Responsibilities

Directors of the Society.

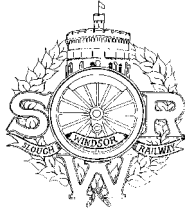
- Ultimately responsible for ensuring that the **SWRS** meets the legal obligations of the GDPR.

Chairman/Company Secretary

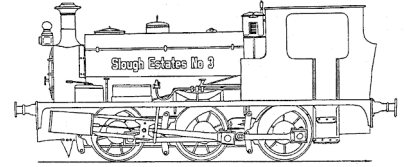
- Ensures data protection policies are maintained, held securely and updated.
- Addresses any Data Protection enquiries or communications.

IT Manager/Webmaster.

- Ensures the website and any associated software that stores data meets acceptable security standards.
- Carries out regular scans to ensure all software and new/old personal data is functioning properly.
- Evaluates any third party services that involve use of personal data the **SWRS** may consider using (if applicable).



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Membership Secretary

Ensures that any personal data used in connection with membership is stored securely and only used for the purpose of **SWRS** activities only.

Social Secretary/Assistant Social Secretary.

- That any speakers/visitors to the SWRS, and any personal data used, have obtained the appropriate permission to use such data and the responsibility for this lies with them and them alone.
- Ensures that any personal data that members use in connection with presentation/speaking is used with the owner's permission and the responsibility for this lies with them and them alone.

Treasurer

Ensures that any personal data used in presentation of financial information or financial reporting has the permission of the owners of such data.

Librarian/Archivist

Ensures that any personal data used in research has the permission of the owners of such data.

Disclosing Data to parties Upon Request.

In certain circumstances the GDPR allows Enforcement Agencies to request personal data from the SWRS without the consent of the data subject. Any such request must be validated before any data is released.

Any data used by the **SWRS MUST NOT** be disclosed to third parties without the permission of the Directors of the **SWRS**.

This Policy Document can be viewed by a request to any **SWRS** Director or Officer.

Version 3, 23rd January 2020.