



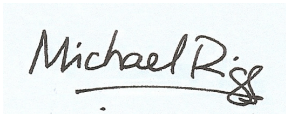
Furness Railway Trust
Registered Charity No. 1163073

General Data Processing Regulation (GDPR)

Privacy Policy

Author:

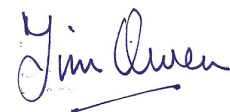
Michael Rigg
Membership Secretary
Furness Railway Trust

A handwritten signature in blue ink that reads "Michael Rigg". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Date: 30th April 2018

Approved:

Tim Owen
Chairman
Furness Railway Trust

A handwritten signature in blue ink that reads "Tim Owen". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Date: 30th April 2018

Contents

Introduction	4
Privacy Policy - Scope of Use	4
Privacy Policy	
● The Furness Railway Trust	4
● How does the Trust collect information from you?	5
● What type of information is collected from you?	5
● How is your information used?	5
● Who has access to your information?	6
● Your choices	6
● How you can access and update your information	7
● Profiling	7
● Use of 'cookies'	7
● Links to other websites	8
● Young People aged 16 or Under	8
● Transferring your information outside of Europe	8
● Review of this Policy	8

Introduction

This privacy policy has been prepared in light of the implementation of the General Data Processing Regulation which is effective from 25th May 2018. It supersedes any previous privacy policies and notices published by the Furness Railway Trust. This policy sets out how the Trust protects and handles the personal information of its members, supporters and visitors to its website.

The body of this policy below is published on the Trust's website;
www.furnessrailwaytrust.org.uk .

FURNESS RAILWAY TRUST PRIVACY POLICY

Scope of Use

The Furness Railway Trust is committed to protecting and respecting your privacy.

This Policy explains when and why the Trust collects personal information about its members, supporters and also visitors to its website, how it is used, the conditions under which it may be disclosed to others and how it is kept secure.

The Trust may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes. Changes will also be notified to members through 'The Iron Horse' journal.

Any questions regarding this Policy and privacy practices should be forwarded to the FRT Data Protection Officer by email to; membership@furnessrailwaytrust.org.uk or by writing to Hall Cross Farm, Kirkham Road, Freckleton, PRESTON PR4 1HU.

The Furness Railway Trust

The Furness Railway Trust (the Trust) is a heritage railway preservation organisation which works to conserve and protect historic railway locomotives, rolling stock and other exhibits, some of which were originally owned by the Furness Railway, for the benefit of the public. It is based at the Ribble Steam Railway at Preston in Lancashire where accommodation, which is shared with the Ribble Steam Railway, is used to house, restore and maintain the Trust's locomotives and other vehicles. The Trust often hires its locomotives and rolling stock to other privately owned railways in the UK where they can be seen at work.

The Furness Railway Trust is a registered charity (No. 1163073). The contact address is: *Meadowside*, 105 Station Road, Cark-in-Cartmel, Grange-over Sands, Cumbria LA11 7NY.

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How does the Trust collect information from you?

The Trust holds the personal information that you provide as a member and also for non-members if you contact the Trust, for example, about sales or to make a donation. When you visit the Trust's website, some information is also recorded.

What type of information is collected from you?

When you become a member of the Trust, the personal information that is collected can include your name, address, email address and telephone contact number(s). If you are not a member of the Trust, and you make a donation or purchase an item from the shop by post, your payment and delivery address is retained following the completion of the transaction in line with normal accounting practices and will not be used for any other purpose.

How is your information used?

The Trust may use your information to:

- administer your membership including the Gift Aid of monies paid by you if you elect to do this;
- process a donation that you have made;
- process shop orders that you have submitted;
- carry out obligations arising from any contracts entered into by you and the Trust;
- deal with entries into a competition;
- seek your views or comments on the Trust's projects and activities;
- notify you of changes to the Trust's activities;
- send you communications which you have requested and that may be of interest to you. These may include the Trust's journal 'The Iron Horse' and information about appeals, other fundraising activities or to process a grant or job application.

The Trust reviews its retention periods for personal information periodically. The Trust is legally required to hold some types of information to fulfil its statutory obligations (for example the collection of Gift Aid). It will retain your personal information on its systems for six years to allow these obligations to be met after which time the personal information will be erased and any paper records containing personal information for the same period will also be destroyed.

Who has access to your information?

The Trust will not sell or rent your information to third parties.

The Trust will not share your information with third parties for marketing purposes.

Please be reassured that the Trust will not release your information to third parties beyond the Furness Railway Trust for them to use for their own direct marketing purposes, unless you have requested the Trust to do so, or if it is required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

The Furness Railway Trust does not currently use any form of online donation.

The Trust may transfer your personal information to a third party if it is under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply its terms of use or to protect the rights, property or safety of its members and supporters. However, steps will be taken with the aim of ensuring that your privacy rights continue to be protected.

Your choices

When you apply for membership of the Trust, you have a choice about what information you wish to receive from the Trust. If you do not want to receive communications about the Trust's work on its projects and activities, then you can select your choices by ticking the relevant boxes situated on the membership form from which your information is collected. However this will mean that the Trust will be unable to provide you with the information given to members to keep you up to date with progress on its projects and activities.

You have the right to restrict or object to the Trust using your personal information.

You have the right to ask the Trust to delete your personal information. This will mean, however, that it will be unable to administer your membership or to keep you informed about its projects and activities.

You have the right to ask for a copy of the information that the Furness Railway Trust holds about you or to ask the Trust where possible to share a digital copy of your information directly with you or another organisation. When you contact the Trust to ask about your information you may be asked to identify yourself - this is to help the Trust to protect your information. You will not be charged when you contact the Trust to ask about your information. To do this, please contact the FRT Data Protection Officer by email at: membership@furnessrailwaytrust.org.uk or by post to Hall Cross Farm, Kirkham Road, Freckleton, PRESTON PR4 1HU.

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How you can access and update your information

The accuracy of your information is important to the Trust; if you change your address, or if any of the other information that is held by the Trust is inaccurate or out of date, please email the Membership Secretary:

membership@furnessrailwaytrust.org.uk, or by post to: Hall Cross Farm, Kirkham Road, Freckleton, PRESTON PR4 1HU.

Security precautions are in place to protect the loss, misuse or alteration of your information

When you give the Trust personal information, steps are taken to ensure that it is treated securely. The Trust does not use or hold any sensitive information, such as credit or debit card details.

Non-sensitive details (e.g. your email address etc.) may be transmitted over the Internet, and this can never be guaranteed to be 100% secure. As a result, whilst the Trust strives to protect your personal information, it cannot guarantee the security of any information you transmit, and you do so at your own risk. Once your information has been received, the Trust will use its best efforts to ensure its security in its records.

Profiling

The Trust does not profile its members and supporters.

Website Usage Recording and the Use of 'cookies'

The Furness Railway Trust website does not use cookies - small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit.

Your usage of the Trust's website is captured by the logging of your IP address and session details, the number of pages you view and the type of browser you use. This is automatically logged by the Trust's server sponsor for system administration and to help improve the Trust's website usability; it is stored and used for aggregated and statistical reporting.

Links to other websites

The Trust's website may contain links to other websites run by other organisations. This privacy policy applies only to the Trust's website, so you are encouraged to read the privacy statements on the other websites that you visit. The Trust cannot be responsible for the privacy policies and practices of other sites even if you access them using links from the Trust's website. In addition, if you follow or use a link to the Trust's website from a third party site, the Trust cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommends that you check the policy of that third party site.

Young People aged 16 or Under

The Trust is concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide the Trust with personal information, for example when applying for junior membership of the Trust. Parents/guardians of children are asked to review and co-sign the membership application giving consent to the Trust to hold the young person's personal data.

Transferring your information outside of Europe

As part of the operation of the website, information which you may provide to the Trust may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of the servers hosting the Trust's data are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If the Trust transfers your information outside of the EU in this way, it will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use the Trust's website or contact it by email while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Review of this Policy

The Trust keeps this Policy under regular review and may change it from time to time as it thinks necessary or as may be required by law. Any changes will be immediately posted on the website and you will be deemed to have accepted the terms of the Privacy Policy on your first use of the Trust's website following the alterations.

This Policy was initially issued on 30th April 2018.