



BRECHIN RAILWAY PRESERVATION SOCIETY

Established 1979

Brechin Station, Park Road, Brechin, DD9 7AF

Website: www.brps.caledonianrailway.com

BRPS Privacy Policy

This Notice is to let you know how we will look after your information and tells you your privacy rights and how the law protects you. The new General Data Protection Regulation comes into effect on 25 May 2018.

1. Who We Are

- Your information will be held by Brechin Railway Preservation Society. If you have any questions about how we use your personal data you can send an email to memberships@brps.caledonianrailway.com.

2. How the law protects you

- Your privacy is protected by law. This section explains how that works.
- Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside Brechin Railway Preservation Society. The law says we must have one or more of these reasons:
 - To fulfil a contract we have with you, or
 - When it is our legal duty, or
 - When it is in our legitimate interest, or
 - When it is in your vital interest
 - When you consent to it.
- A legitimate interest is when we use your information in a way that would be expected by you. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.
- Here is a list of all the ways that we may use your personal information, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

What we use your personal information for:	Our Reasons:	Our legitimate interest:
<ul style="list-style-type: none">• To manage our relationship with you.	<ul style="list-style-type: none">• Our legitimate interest	<ul style="list-style-type: none">• Keeping our records up to date.
<ul style="list-style-type: none">• To deliver our service• To manage subscriptions	<ul style="list-style-type: none">• Your consent• Our legitimate interest	<ul style="list-style-type: none">• To receive subscription monies• To send newsletters
<ul style="list-style-type: none">• To run our Society in an efficient and proper way. This includes managing our financial position, planning, and governance.	<ul style="list-style-type: none">• Our legitimate interest• Our legal duty	<ul style="list-style-type: none">• Complying with regulations that apply to us.• Being efficient about how we fulfil our legal duties.

3. Groups of Personal Information

Types of Personal Information	Description
Contact	Where you live and how to contact you
Transactional	Details of payments received from you.
Contractual	Details about the services we provide to you.
Communications	What we learn from you from letters, email and conversations between us
Consents	Any permissions or consents you give us.

4. Where we collect personal information from

- We may collect personal information about you from these sources:
 - Data you give to us:
 - When you join our society
 - When you talk to us on the phone
 - In email and letters
 - At committee meetings
 - Data from third parties we work with:
 - Caledonian Railway Brechin Limited

5. Who we share your personal information with:

- Caledonian Railway Brechin Limited

6. Sending data outside of the EEA

- We do not send data outside of the EEA

7. If you choose not to give up personal information

- We may need to collect personal information by, or under the terms of a contract we have with you.
- If you choose not to give us this personal information, it may delay or prevent us from meeting our obligations. It may also mean that we cannot perform services required. It could mean that we cancel the service you have with us.

8. How long we keep your information

- We will keep your personal information as long as you are a member and for 6 months after leaving the Society.
- After you stop using the service we may keep your data for up to 7 years for one of these reasons:
 - To maintain records according to rules that apply to us

9. How to get a copy of your personal information

- You can request a copy of your personal information by writing to us at:

Information Request
Brechin Railway Preservation Society
Brechin Station
Park Road
Brechin
DD9 7AF

10. Letting us know your personal information is correct

- You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this.
- If you do, we will take reasonable steps to check its accuracy and correct it.

11. What if you want us to stop using your personal information.

- You have the right to object to our use of your personal information, or ask us to delete, remove or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure' or the 'right to be forgotten'.
- There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think we should not be using it.
- We may sometimes be able to restrict the use of your data. This means that it can only be used for certain things, such as legal claims or to exercise legal rights. In this situation, we would not use or share your information in other ways while it is restricted.
- You can ask us to restrict the use of your personal information if:
 - It is not accurate
 - It has been used unlawfully but you don't want us to delete it.
 - It is not relevant anymore, but you want us to keep it for use in legal claims.
 - You have already asked us to stop using your data but you are waiting for us to tell you if we are allowed to keep using it.
- If you want to object to how we use your data or ask us to delete it or restrict how we use it, please contact us.

12. How to withdraw your consent

- You can withdraw your consent at any time. Please contact us if you wish to do so.

13. How to complain.

- Please let us know if you are unhappy with how we have used your personal information. You can contact us by email memberships@brps.caledonianrailway.com.
- You also have the right to complain to the Information Commissioner's Office. Find out on their website how to report a concern.

14. Formats for sharing data

- You have the right to get your personal information from us in a format that can be easily re-used. You can ask us to pass on your personal information in this format to other organisations.