

Scandinavian Railways Society  
Policy Statement: Data Protection

1. Purpose

This document details the society's arrangements for the collection and storage of personal data. It has been written to support the requirements of the General Data Protection Regulations (GDPR), which come into UK Law on 25 May 2018.

2. Data collected and processed by the society

The society collects and uses (processes) data about its members in order to administer and process their membership.

2.1 Data Collection

The personal data collected by the society about a member includes the following elements, provided at the time of the application for membership of the society:

- Name
- Address
- Telephone number (Optional)
- E-Mail address (Optional)

We also invite new members to detail their specific interests, to understand their needs.

2.2 Data Storage

The society's membership data is collated and stored by the Membership Secretary, who shall act as the society's Data Protection Officer. Data is stored on computer disk in Microsoft Excel format, and the membership list shall be password protected.

2.3 Data Processing

The society uses the name and address data provided by members in order to send them their copy of the Society's Journal *Skandiapilen*. Despatch of *Skandiapilen* is carried out by the Membership Secretary.

The personal data of Society Officers and Section Organisers is published within *Skandiapilen*, so that members with queries or information can contact the relevant officer or section organiser.

Telephone numbers and e-mail addresses are held by the Membership Secretary so that members can be contacted at short notice (for example, a cancellation of a society event).

2.4 Restrictions on Data Processing

Personal Data held by the society shall not be disclosed to a third party.

A member's Personal Data shall not be shared with another member except with the consent of that member. Any requests for a member's contact details shall be made via the membership secretary who will seek the consent of the member concerned to release the data.

Access to the membership list is restricted to the Chairman, Membership Secretary, Secretary, Treasurer, Webmaster, and the Editor of *Skandiapilen*.

3. Updating of records

Members shall be asked to confirm their personal data each year as part of the annual renewal.

Members will be asked to consent to the society holding their personal data in accordance with GDPR as part of the membership renewal.

If a member changes address or contact details, the membership secretary shall delete the outdated information.

4. Retention of Data

The personal data of former members shall be deleted, other than their Name and Membership number which shall be retained in the event of the member re-joining the society.

5. Access to data

Under the GDPR, members are entitled to:

- See the personal data the society holds about them.
- Request the data be amended if it is inaccurate or incomplete
- Request that the society deletes the data we hold about them (the 'right to be forgotten').

Requests for a copy of the personal data we hold relating to your membership should be made to the Membership secretary.

6. Deletion of data

If you object to us holding your personal data, you can contact the Membership Secretary by post or e-mail and request that your details be deleted. This will mean that you will no longer receive Skandiapilen and will have effectively resigned from the Society.

18<sup>th</sup> March 2018