

The Lancashire & Yorkshire Railway *Society*

Privacy Policy

The Lancashire & Yorkshire Railway Society takes your privacy very seriously and is committed to protecting your personal information. It applies whenever we collect your personal data including when you use our website or other digital platforms.

This Privacy Policy explains how we use the information we collect about you and the steps we take to ensure that it is kept secure. We also explain your rights in respect of your personal data.

Information we collect and what we use it for

All personal information that we collect about you will be recorded, used and protected by us in accordance with applicable data protection legislation, currently GDPR (General Data Protection Regulations 2018).

In broad terms, we only use your data to provide you with our services and fulfil our function as a Society.

We use it for:

- Sending you our publications.
- Membership record keeping purposes.
- Society only marketing purposes (such as Society clothing offers and other promotional material).
- Informing you about Society events and news.

We may also use it to:

- Send you information that is relevant to your membership of the Society.
- Invite you to contribute to research about the L&YR.
- Invite you to contribute articles to our publications
- Invite you to share with members your modelling hints and tips
- Look at other publicly available information such as postcode data that enables us to contact you about specific Society events in your area.

Our promises to you

- We promise not to sell your data.
- We promise not to share your data with others.
- We promise we will only email or phone you if you have given your permission for us to do so. We will ask you for permission each year on your membership renewal form.
- We will store the information you have given us securely.
- Your data will not be available to other members of the Society except officers who need it to carry out their function.
- Our officers will be informed of how to dispose safely and securely any information they may hold about you.
- When you leave the Society your data will be deleted in line with our data retention policy.

Working with third parties

In order to fulfil our function we may use other partners to carry out some of the services we provide. These may include for example mailing our publications to you, marketing offers, payment processing organisations and delivery organisations. In all instances where we disclose your information to third parties we make our best endeavours to ensure that your information is protected in accordance with this policy.

- We will only give to our partners the absolute minimum of information so we can send you our publications or other items.
- We will request our partners to supply information as to how they handle your data and how they dispose of it.

Your rights

We think that it's important to keep our data accurate and up to date which means each year when it is time to renew your membership we will send you a renewal form which will contain the data we hold on you.

However you may correct or update your personal information at any time by e-mailing us at

dataprotectionofficer@lyrs.org.uk or by writing to the **Data Protection Officer**