

RETIRED RAILWAY OFFICERS' SOCIETY

DATA PRIVACY POLICY

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. We will publish this policy and any updates on the RROS website
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

- 2.1 We are the Retired Railway Officers' Society. We can be contacted at 26 Chester Way, London SE11 4UR.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address.	Managing the Member's membership of the Society. Creating and managing the Society's online and printed Membership Directory for use by Members.	For the purposes of our legitimate interests in operating the Society and managing subscriptions.
Date of birth	Entitlement to free membership.	For the purposes of managing subscriptions.
Railway service history	Eligibility for membership.	For the purposes of our legitimate interests in operating the Society

4. Consent.

- 4.1. We will seek the Member's consent for publication of their contact details on their membership application form and the Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.

5. How we protect your personal data

- 5.1. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 5.2. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

6. Who else has access to the information you provide us?

6.1. We will never sell your personal data.

6.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

7. How long do we keep your information?

7.1. We will hold your personal data on our systems for as long as you are a member of the Society.

8. Your rights

8.1 You have rights under the GDPR:

(a) to access your personal data

(b) to be provided with information about how your personal data is processed

(c) to have your personal data corrected

(d) to have your personal data erased in certain circumstances

(e) to object to or restrict how your personal data is processed

(f) to have your personal data transferred to yourself or to another business in certain circumstances.

8.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer, Richard Malins, the Honorary Secretary.