

HKWR data privacy policy V3 20200309

The Trustees of the Hampton Kempton Waterworks Railway (HKWR) are committed to respecting and protecting your privacy. This document explains the type of personal data we collect and how we use it. It applies to all data we hold about you. Personal data is the information that allows you to be identified or recognised either directly or indirectly.

Who are we?

The Trustees of HKWR are the data controllers for the purposes of data protection legislation and can be contacted at mwbrsoffice@gmail.com. The data controller decides how your personal data is processed and for what purpose.

What type of personal data do we collect?

The Trustees may collect your:

1. Name;
2. Email address;
3. Address and telephone number.

If you are or have been a volunteer then we may also keep information that you have given us about your competencies and medical conditions relevant to the operation of the railway.

If you make a donation or purchase a ticket from us then other information may be processed by third party payment processor who will have their own secure processing policies.

How do we get this information?

We obtain information from you when you ask to receive our newsletter or join our society. We may get your name and Email address from other sources, for example, if you purchase tickets through our web site.

How do we process it?

HKWR complies with its obligations under the General Data Protection Regulations by keeping personal data up to date, collecting only what is necessary, and storing and destroying it securely. We will never pass your data to outside organisations

If you make a donation or purchase a ticket from us then other information may be processed by third party payment processor who will have their own secure processing policies.

How long do we keep it?

Your data is kept only for as long as necessary, it is then disposed of in a secure way.

What do we use it for?

We use this information to:

1. Send you our newsletters to keep you informed of our events and activities;
2. Process donations and Gift Aid applications;
3. Administer our membership records if you are a member of MWBRS.

4. Allocate activities if you are a volunteer.

You do not have to provide us with your personal data but without it we will not be able to communicate with you and you will not be able to take part as a volunteer in any of our activities.

Your rights

You have the right to:

1. See what information is kept about you;
2. Request your data to be corrected if it is inaccurate;
3. Request the deletion of your data;
4. Object to the processing of your personal data.

You may exercise any of these rights by emailing us at mwbrsoffice@gmail.com or writing to us at Hampton Kempton Waterworks Railway, Snakey Lane, Hanworth, TW13 7ND.