

Friends of Swindon Railway Museum

DATA PRIVACY POLICY

In order to ensure compliance with the General Data Protection Regulation in force within the UK from May 25th2018 while carrying on the business of the organisation, the Friends of Swindon Railway Museum will securely hold personal data supplied by members (with their explicit consent) on a dedicated and password-protected computer for the purposes of:

- handling new membership applications and membership renewals
- distributing the Journal of the FOSRM
- circulating information about meetings and other events organised by the FOSRM or the STEAM museum
- approaching members for donations towards the cost of projects being undertaken by FOSRM to benefit STEAM, The Museum of the Great Western Railway

Such data will comprise:

- Member name, address ,telephone number and e-mail address (if appropriate)
- Membership number and membership category
- Membership start /renewal/ termination dates
- Method of payment of membership subscriptions including cheque number/ value and bank account details if appropriate

Members will have the right to view, request amendments to or deletion of their data as held and to complain to the Information Commissioner's Office if they feel that the regulations are being breached.

Members' data WILL NOT be shared with third parties without the explicit consent of the member, and WILL NOT be sold to third parties.

Financial data will be retained for 7 years. Non-financial data will be retained until membership has not been renewed for 2 consecutive years or when requested by the member.

A nominated member of the Council of the FOSRM will ensure that compliance with the legislation is audited annually, is monitored by the Council and confirmed to the Annual General Meeting of the FOSRM. The data protection implications of all FOSRM activities will be considered and included in any risk assessment appropriate.

This document will be communicated to members in writing and/or via the FOSRM website.

Approved by the FOSRM Council 22 May 2018