

# General Data Protection Regulation (GDPR)

The General Data Protection Regulation legislation came into effect on 25<sup>th</sup> May 2018. To comply with the legislation, and to reassure members, this is the

## DHRS DATA PROTECTION PRIVACY STATEMENT

### Introduction

The Darjeeling Himalayan Railway Society is a company limited by guarantee whose aim is to promote awareness of, interest in and support for the Darjeeling Himalayan Railway. The DHRS has always been committed to protecting personal data and will ensure that data security and processing conform with the GDPR legislation.

### Personal Data kept and processed by the DHRS

- We only collect and update information when members join, renew membership or when they advise the Membership Secretary.
- This information can be given by post, verbally, telephone or email.
- The only data collected is name and address – and phone number and/or email if given.
- Bank details are neither requested nor recorded.
- We do not collect bank or card details from users of our shopping cart. Santu, WorldPay and PayPal process and collect payment but we only see the name and address of the client and we are allowed to store these details under the legislation.
- Personal data will only be kept for a year except where a longer period is required by statute, eg. Sales purchases.
- Personal data is never passed to a third party.
- Personal data stored electronically is done so on devices with secure passwords and virus protection. Paper data is kept in secure storage.
- If members wish to contact each other this can only be done initially via the Membership Secretary.
- Upon written notification members can withdraw consent for photos or videos of themselves to be published.

### Members rights under GDPR

- To access their personal data.
- To be provided with information about how personal data is processed.
- To have personal data corrected.
- To have personal data erased in certain circumstances.
- To object to or restrict how personal data is processed.
- To complain to the Information Commissioner's Office:  
Website <https://ico.org.uk>  
Phone: 0303 123 1113  
Post: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

### DHRS Data Controller

Janine Bird, DHRS Membership Secretary