



BARROW HILL ENGINE SHED SOCIETY (BHESS) PRIVACY POLICY

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About us

Barrow Hill Engine Shed Society Limited ('BHESS') is a registered charity, number 1065632. It is also a limited company registered in England and Wales under company number 03374025 registered at Campbell Drive, Barrow Hill, Chesterfield S43 2PR.

Privacy policy

This privacy policy is aimed at the members and volunteers of the Charity. It applies to all of the personal data that we hold about you and aims to give you information on how we collect and process it. This policy may change from time to time and in such cases, if the change is significant, we will make this clear by means of email or post. BHESS is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (GDPR) which came into force in the UK on 25 May 2018.

A separate privacy policy covers the Barrow Hill Roundhouse website and can be found at <http://www.barrowhill.org/cookie.html>.

The personal data we collect

We collect, use and store the following personal information about you.

- Identity Data - includes first name, surname and in the case of volunteers, age and a facial image.
- Contact Data - includes home address, postcode, email address' telephone numbers and next of kin.
- Profile Data – relates to volunteers and includes any volunteer roles held with the Charity and elsewhere, technical competencies, safety assessments, work experience and volunteering aspirations. Information relating to your occupation may also be collected for membership.
- Health Data – relates to volunteers and requests information on medical conditions that the Charity should be aware of when you volunteer.

How we collect your personal data

The Charity collects personal data from and about you when you become a member or a volunteer. The data is collected by way of a membership form when you apply to become a member and by way of a volunteer survey form when you apply to become a volunteer. Further information will be collected in circumstances where a volunteer applies to register as a safety critical volunteer or wishes to renew such registration.

How we use your personal data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected and when the law allows us to. Most commonly, we will use your personal data in the following circumstances.

- To provide membership services and their benefits, including the processing of subscriptions and donations, and distribution of the Charity's Newsletter. This requires your identity data and contact data.
- To respond to your enquiries or to process your requests in relation to your information. This requires your identity data and contact data.
- To maintain information relating to your preference for receiving communications. This requires your identity and contact data.
- To register successful applicants for volunteering duties. This requires your identity data, contact data, profile data and health data.
- To provide registered volunteers with identification cards. This requires your identity data.
- To provide registered volunteers with training opportunities. This requires your identity data, contact data, profile data and health data.
- To provide registered volunteers with Charity event information. This requires your identity data and contact data.
- To conduct volunteer health and safety assessments and maintain related records. This requires your identity data, contact data, profile data and health data.

No automated decision-making or profiling will take place using your personal data.

Who will have access to your personal data

Your personal data will only be seen or used by those authorised members or employees of the Charity who have a legitimate need to access it for the purposes set out in this privacy policy. In normal circumstances, this access will be restricted to the Charity's Secretary, Membership Secretary, Volunteer Co-Ordinator and Assistant Volunteer Co-Ordinator.

How we share your personal data

We may share your personal data with you, and where appropriate, your family, your associates and your representatives.

We will not disclose your data with any external third parties unless you have given us permission to do so in advance. However, we may disclose your personal data to the British Transport Police or any other law enforcement agency or court to the extent necessary for purposes including preventing, investigating, detecting, and prosecuting criminal offences; preventing threats to public security in accordance with applicable law; or validating a claim.

Your data may be shared within the Charity between authorised members of the membership, volunteer and compliance management sections for the purposes referred to above.

How we store and protect your personal data

We take your privacy seriously and are committed to maintaining the privacy and security of the personal data you provide to us. Once we have received your personal data, it is stored on a Charity-owned server or personal computer/laptop. It may also be stored on a personal

computer/laptop owned by those authorised members of the Charity who have a legitimate need to access your personal data for the purposes set out in this privacy policy.

Personal data is stored in a small database for membership records and in spreadsheets and paper records maintained in respect of volunteer and safety critical compliance information.

The Charity will make efforts to ensure that:

- personal data is stored securely using modern software that is kept-up-to-date;
- access to personal data is limited to personnel who need access;
- appropriate measures are in place to avoid unauthorised sharing of information;
- when personal data is deleted, this will be done safely such that the data is irrecoverable; and
- appropriate back-up and disaster recovery solutions are in place.

How long we keep your personal data

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was obtained, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In some circumstances, we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Access to your information

You have a number of rights relating to access to your personal data. You may request that:

- we provide a copy of the personal data that we hold about you;
- we update your personal data if it is out of date or inaccurate;
- we erase the personal data that we hold about you;
- we restrict the way in which we process your personal data;
- we refrain from processing your personal data; and/or
- your consent to process your personal data is withdrawn.

If you wish to exercise any of the rights listed above, or have any questions concerning this privacy policy, please contact in writing the Secretary to the Council of Management by email or at the Charity address given above.

In the case of erasure, restriction or withdrawal of processing rights, in some circumstances this may mean the Charity having to deny the opportunity for you to apply for or continue certain volunteering activities.

You will not have to pay a fee to access your personal data or to exercise any of the other rights. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

The Charity will aim to respond to all requests relating to personal data within the timescale defined by the legislation, but usually we will respond without undue delay and within one calendar month of receipt once we have verified the identity of the requestor.