

## **Monmouthshire Railway Society - Privacy Notice**

How we collect and use your information

This is an overview of:

- the types of information we collect about you
- how we collect and use it
- who we might share it with
- the steps we'll take to make sure it stays private and secure
- your rights to your information.

### **More information**

When we say 'we', we mean Monmouthshire Railway Society (MRS), which act as a data controller in respect of your personal data.

### **The information we collect**

We collect information about you from:

- directly from you, that includes your address, email address and telephone number.
- You're responsible for making sure you give us accurate and up to date information

### **How we'll use your information**

We'll use it to provide the services you've requested and other purposes e.g.:

- to confirm your identity and address
- to enable you to use the membership part of our web site
- to post the Journal to you
- to email or post our Newsletter to you
- to notify you of our meetings
- to improve our products and services.

We'll only use your information where we're allowed to by law e.g. carrying out an agreement we have with you, where you agree to it.

### **Who we can share your information with**

We do not share your information with anyone else.

### **How long we'll keep your information**

We'll keep your information for as long as you are a member with us. After your membership ends we'll keep it where we may need it for our legitimate purposes e.g. to remind you, if you have forgotten that your membership has run out.

### **Security**

We use up-to-date recognised industry standard procedures to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure or access. Access to personnel information is strictly controlled allowing only those who require this to perform their roles having the capability to access personal information.

### **Your rights**

You have several rights relating to your information e.g. to see what we hold, ask us to update incorrect or incomplete details. You can do this by contacting either the Secretary or Membership Secretary.