



## RCTS Privacy Policy – June 2021

### About the RCTS

The Railway Correspondence and Travel Society (RCTS) is Britain's leading organisation for people interested in all aspects of railways past and present and is highly respected by both professional railway people and enthusiasts, a position it has held since its formation in 1928. Run entirely by volunteers, over 2500 members enjoy a range of services that give them a greater understanding of the railways of today, and an insight into the railways of times past. There are currently 29 branches covering the geographical area of England, Scotland and Wales and membership gives access to all the branches and their activities; some of our members reside overseas and we are often joined by guests for our online meetings. The RCTS is sometimes referred to in this document as the Society. You can find out more about what we do on the RCTS website [www.rcts.org.uk](http://www.rcts.org.uk)

The RCTS is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission for England & Wales, and has the charity registration number 1169995.

### Constitutional Requirement

The constitution of the CIO, available on the RCTS website, includes the following important clause 22(2)(a) which has been approved by the Charity Commission for England & Wales: *“Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.”*

### Scope of this policy

This policy applies equally to RCTS members and non-members, including but not limited to, speakers, guests, contractors, etc.

### What data do we collect?

We collect a minimal amount of personal data from you. To become a member, we ask for your name, address, telephone number and email address if you have one. We only ask for your date of birth if you are under 18, or you later apply for life membership of The Society.

On joining, or at time of renewal, you may be sent a Gift Aid Declaration, on which we will ask for information needed to pass to HM Revenue & Customs. Upon membership renewal, if you wish to pay by direct debit then we will ask you to complete a direct debit mandate with sufficient details of your bank account to enable payment to be made

We do **NOT** routinely collect any other personal information from you.

If you apply to join any Society events, we may, for reasons of health and safety, occasionally ask about health and mobility issues plus emergency contact details. Where an event includes provision of catering, we also may ask about special dietary requirements. You do **NOT** have to provide this additional information but you would need to take personal responsibility for any issues which may arise as a result of not providing it. This additional information is held separately with the event planner and not with your membership details.

### How do we collect your data?

To become a member, we ask you to complete a membership application form when you join the RCTS. This can be an online form within the Society website, or a paper form. For events, this will be a paper application form. You will only be asked for this sort of information if it is strictly necessary to ensure your safety and the safety and well-being of others.

When using our digital services, you may be required to register separately to use each service. The services may include RCTS websites, social media platforms, video conferencing services plus other similar

databases, and the registration requirements for each may differ. Some digital service providers may hold your data in jurisdictions other than England & Wales.

### **What do we do with your data?**

We use your data to provide you with membership services such as providing the Society's monthly magazine *The Railway Observer (RO)* which is included in your subscription; access to the Society's website including exclusive members' pages; and access to branch activities and major Society events such as the AGM, the Members' Weekend and other benefits provided by membership of the Society.

We only share a limited amount of your data with third parties, specifically:

Name and address information to enable postage of printed ROs and Society publications purchased from the RCTS website, are shared with third party distributors to fulfil dispatch.

Name and address information is shared with HM Revenue and Customs for the administration of the Gift Aid scheme.

Bank Account information is shared with our bank to enable setup of direct debit for membership renewals.

Name, address, health, mobility and dietary information supplied on applications for events is shared with event providers and venues to facilitate provision of these events.

These third parties have agreed to keep such information confidential. As already stated, you do **NOT** have to provide this additional information but again ask you to note what might be the result of not providing it.

As a member of the Society, you will be allocated to a branch covering your local area and the branch secretary will be provided with your details in order to provide you with branch services such as details of branch meetings, branch newsletters, outside visits and other information of railway interest. The branches will NOT share your information with any third party unless you agree to this.

We do **NOT** sell or rent out your data.

As part of our efforts to improve the services provided, we may analyse membership acquisition and retention, and the take-up and usage of services. No personally identifying data will be displayed in the results, and this data will not be shared externally.

### **How do we protect your data?**

We protect your data by limiting who has access to the information, which is only provided to specific people within the Society on a 'need to know' basis, so that we can provide you with membership services. Any additional data from participation in specific events is kept separately from other membership information. Where information is held electronically, it is protected by appropriate software.

### **Retention of Data**

The Society retains a limited amount of data of past members. If you decide not to remain as a member and you do not want us to retain your data, please let us know when you leave.

### **What are your rights with regards to the data that we hold?**

You have the right to ask what information that we hold about you and you have the right to check and correct any mistakes in that data. You also have the right to ask us to remove any data that we hold on you but it should be understood that a minimal amount of personal data is required to provide membership services as detailed above. In the first instance please contact the membership officer if you have any queries about your personal data that we hold at [membership@rcts.org.uk](mailto:membership@rcts.org.uk).

### **General information**

We may need to change the data that we hold from time to time and the way that we process it. If we plan to make any changes, we will let you know. This policy will be reviewed regularly and may be updated from time to time. Please check on the Society website for any updates.

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