



## **Tramway & Light Railway Society (TLRS)**

### **Privacy Policy**

(Registered National Charity No 272961)

#### **Our postal address and other contact details are:**

TLRS Membership Secretary,  
29 Kennaway Road,  
Clevedon,  
Somerset,  
BS21 6JJ.  
UNITED KINGDOM.

Or you can email the Membership Secretary at:-  
[tlrs.membership@tramwayinfo.com](mailto:tlrs.membership@tramwayinfo.com)

#### **What information do we collect about you and why?**

The information we might ask you to provide is:

Your name, title and full postal address with postcode

If your contact with us is regarding a purchase or subscription:

Bank card or other payment details, if appropriate

Your email address &/or telephone number

For Senior, Student or Junior membership applications:

Year of birth

#### **What we do with your information**

For purchases and enquiries, we only hold your details for the duration of the transaction. Nothing is retained other than financial records as required by HMRC and the Charities Commission. We are also required to retain data in connection with Gift Aid for seven years.

For TLRS members, your name and address are retained and stored in a secure manner in digital form on our membership database. Only the Membership Secretary has full access to this, but there is an equally secure back-up copy with another officer who can also access data in an emergency. Executive Committee members can receive details of new members and for other specific purposes. Area group officials can receive details of members in their area and may locally ask members for email addresses to keep in touch, but this information is not shared outside the area group.

The data items stored on our membership database are: Title, Name, Full postal address, Gift Aid Preference, Membership Number and Membership Class. We do not store any email addresses, telephone numbers or bank card details. The data are retained for a year to allow for late re-joiners.

**Sharing your information**

We do not share or sell your personal data to anyone, other than as we are required to do so in regard to Gift Aid and HMRC. Your data are used only for the purposes of accounting and for the provision of the services that you have requested.

Your postal address is provided via our distribution officer to our printers, Latimer Trend, solely for the purpose of sending out Tramfare magazine etc., and nothing else. We do not do mail-shots. In the case of membership renewals via our Joint Membership form, if you also request renewal of LRTA or TMS subscriptions, then your basic address details will be forwarded to those organisations, but not any bank card details.

**Websites and use of 'cookies'**

The TLRS web pages are hosted by the Tramway Information website. Neither that website nor the TLRS pages use cookies or directly store your details in any form.

The website contains links to other websites run by other organisations. This privacy policy applies only to Tramway Information itself, so we encourage you to read the privacy statements on the other websites that you visit. The TLRS is not responsible for the privacy policies and practices of other websites even if you accessed them using links from the TLRS or Tramway Information pages.

**How can I access the information held about me?**

By law you can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a Subject Access request.

Applications of this nature should be made in writing to the Membership Secretary at the address given above.

Issued by the TLRS, April 2019.