

PRIVACY NOTICE – THE SIGNALLING RECORD SOCIETY

Who are we?

The Signalling Record Society is a data controller as defined by the UK General Data Protection Regulations (GDPR)/Data Protection Act 2018. This means we control the processing and purposes of storing your personal data.

If you would like to discuss this privacy notice or the use of our data, please contact the Membership Secretary at membership@s-r-s.org.uk or 40 Ellis Peters Drive, Aqueduct, Telford, TF3 1AW.

What personal information do we collect?

The personal data we may collect about you includes:

- Personal identifiers, including your name, contact details, date of birth and membership number.
- Membership information, including your payment method, gift aid status, membership status, and start date.
- Records of communications and interactions we have with you, such as meeting minutes and general correspondence.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To manage your membership to the society.
- To provide access to resources such as the members forum and website.
- To deliver the signalling record and newsletter.
- To promote the society in the newsletter and signalling record.
- To deliver any other goods and services purchased from the society.

What is our lawful basis for processing your personal information?

Under GDPR, we must have a lawful basis for processing your information.

- Article 6(1)(b) – contractual obligation – e.g. the provision of membership benefits
- Article 6(1)(c) – legal obligation

On occasion, our processing may not be covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) – legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Who do we share your data with?

We may share your data with:

- Hart & Clough Limited– for the printing and mailing of our journals.
- Google LLC – the society’s cloud storage and email provider.
- LMS Printing – the production and mailing of our drawings.
- MailerLite Inc – for the sending of bulk email mailings to members.

We may also share information with other third parties where there is a lawful basis to do so.

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How long do we keep your personal data for?

We will retain your data for as long as reasonably necessary to fulfil its purpose. In some cases, we may be legally obliged to keep your data for set time periods. We may also retain some information for historical and archiving purposes.

What rights do you have over your data?

You have the following rights in relation to the processing of their personal data:

- to be informed about how we process your data. This Notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data are amended if inaccurate or incomplete.
- to request that your personal data are erased where there is no reason for their continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

How can you get further information or complain about the handling of your data?

If you have any concerns about the way we have handled your data or would like any further information, then please contact Steve Sharpe, the Membership Secretary using the details provided above.

If we cannot resolve your concerns, you may then complain to the Information Commissioner's Office. Their contact details are below:

Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this notice

The Society may make changes to this notice at any time. We will notify you of any significant changes, however, please check our website regularly to ensure that you have the most up to date version.

This privacy notice was last reviewed in **October 2024**.