

## David Clarke Railway Trust – Privacy Notice – revision 01

1. The David Clarke Railway Trust (DCRT) reg. Charity no.1104839 being the supporting Charity of the Great Central Railway (GCR), heritage groups associated with the GCR and the Friends of the Great Central Main Line (“Friends”) being the membership organisation supporting the GCR regard your privacy as being extremely important. Information we collect from you that you choose to provide to us, enables us to carry out our charitable functions.
2. This privacy notice explains how DCRT uses any information we are given by you.

### DATA CONTROLLER

3. For the purposes of the Data Protection Act 2017 (the Act), the Data Controller is The David Clarke Railway Trust rep. Charity no. 1104839.
4. DCRT being a Charity can be contacted at Lovatt House, 3 Wharncliffe Road, Loughborough, Leicestershire, LE11 1SL. DCRT supports and promotes the preservation, operation and development of the Great Central Railway between Leicester and Nottingham and any future extensions. It also supports Heritage projects carried out by, but not run by GCR. To this end therefore, GCR works closely with a number of organisations including with interest in old Great Central Railway between Leicester and Nottingham.
5. This privacy notice should be read in conjunction with the GCR PLC privacy notice which contains additional information including details of the GCR PLC website and corresponding notice of the Friends. All of which work hand in hand together.
6. DCRT is run by its Trustees all of which are unpaid volunteers. The Trustees are hands-on and deal with the day to day administration of the Trust themselves.
7. DCRT does not publish a regular magazine or newsletter but does from time to time contact specific groups of its supporters to give them updates on a particular project where that supporter have donated to that restricted funded project. It does not contact all its supporter with general newsletters, only targeted information is issued. It does of course pass information to HMRC in regard to any claim it makes for Gift Aid.
8. Any donations you make to DCRT will result in the sharing of personal data with financial institutions. The Charities software used to record donations is provided by Paxton Charities. The system is cloud based and is fully secure. In addition the Charity hold paper copies of Gift Aid Forms, donations made and Bank account details which have been provided to us for the purpose of standing order donations. This paper information is kept in locked cupboards in a locked room in and alarmed building. Only two of the Trustees have access to those documents.

### MARKETING

9. We will never sell, or share with any other organisation, your personal data for marketing purposes.

### INFORMATION WE COLLECT ABOUT YOU

10. The information we hold is the information given to us by you and may include:-
  - Donor’s name and title;
  - Address including postcode and country;
  - Telephone number;
  - email address;
  - Bank account details;

#### HOW WE USE YOUR PERSONAL INFORMATION

11. We use the personal data for the following purposes:
- Identification of donation and its allocation to your allocated fund;
  - Posting news letters from time to time for specific projects that a donor has donated to, and other information we think you may find interesting;
  - To complete a Gift Aid return for submission to HMRC.
  - Contact by phone for donor queries.
  - Contact by email for donors rather than letter.
  - Donations received by post or by Standing Order.
  - For the purpose of running the 200 club including publishing the winning names in the Friends magazine.

#### DATA PROCESSING AND SECURITY

12. Your personal data is processed (more than stored) and kept secure as mentioned previously.

#### YOUR RIGHTS

13. Under the Act, you have the following rights:
- a. Right of Access - If you wish to have (see) a copy of your personal data DCRT processes (holds on you) please submit a 'Subject Access Request' in writing to the Charity Trustees at Lovatt House, 3 Wharnccliffe Road, Loughborough, Leics, LE11 1SL. DCRT will respond in no more than 30 days.
  - b. Right to be Informed
  - c. Right to rectification
  - d. Right to erasure
  - e. Right to restrict processing

#### CHANGES TO OUR PRIVACY NOTICE

14. We review our privacy policy and may make changes from time to time. This revision 01 of the policy is dated 20<sup>th</sup> May 2018.

#### HOW TO CONTACT US

15. Please contact us if you have any questions about this Privacy Notice or information we hold about you: by writing to us at the address below:

The David Clarke Railway Trust, 3 Wharnccliffe Road, Loughborough, Leics, LE11 1SL