Data Protection Policy

Reviewed at management meeting: September 2026
Next review September 2028

In order to meet the requirements of the DATA PROTECTION ACT 2018 and the General Data Protection Regulation, "Poppleton Community Railway Nursery Limited" (PCRN) makes the following statement of policy regarding personal information (DATA) held by recognised members and agents of PCRN. These members and agents have agreed to follow the policy below, and will limit and use the information retained as outlined below.

All data held on record, whether manually or on computer, shall

1. only be maintained for fair and legal use in relation to the activities of PCRN;
2. only collected with the explicit consent of the individuals concerned;
3. be held only for the period or time for which the information is applicable. However, where long term retention is required for legal reasons or insurance purposes, documents will be securely archived;
4. be information freely given for the purpose stated at the time of being recorded;
5. be adequate, relevant and not excessive for the purpose for which it is to be used;
6. be accurate and kept up to date, being checked from time to time, at least once every 2 years, by an officer of PCRN chosen for that purpose;
7. be removed when any individual sends a written request to Company Secretary asking for their details to be deleted;
8. be available for an individual to see their own individual records;
9. be kept by the officers in a confidential and secure manner;
10. not be shared with any other party, except where legitimate request is made by the police or other legal entity, or where the individual has given their consent (eg a newsletter via Mailchimp).

Disposal of Unwanted Documents

All documents that are no longer required will be burnt or shredded before throwing away with the usual rubbish.

Responsibility for information held.

Names of officers of PCRN, or its appointees, who hold personal data (whether for or on behalf of PCRN or to undertake their activities for or on behalf of PCRN) will be available on request. These individuals accept responsibility for the information held and agree to use the information in line with the above policy statement.

Representation on other bodies.

PCRN members, who act on other committees as representatives, will be responsible to those committees for any information held.

Data on individuals

Data is stored at PCRN on the following groups of individuals:

Members – for the purpose of reminding them of renewal dates, collecting fees, distributing membership cards and sending out the Members' Newsletter

Volunteers – for the purpose of contacting them for volunteering activities, in case of medical emergencies, for insurance cover and for enrolling them as members.

Customers – for the purpose of fulfilling regular orders (eg local organisations) or adding them to the mailing list (via Mailchimp) for the Customer Newsletter.

The Customer Newsletter is only sent to those who have signed their consent to receive it. Hard copies of names, email address and their signature are kept in a locked filing cabinet and details added to Mailchimp. Customers can unsubscribe automatically at any time via mailchimp or can request that their details are removed from the list by contacting PCRN.

Photography

Photos of individuals or groups of individuals are stored electronically with access requiring a password. Written consent is obtained before taking the photo. Photos are only taken where consent is given willingly and the individual understands how the photo will be used. Photos of individuals will be reviewed every 2 years in line with the policy.

PCRN has an important heritage and historical photos are stored indefinitely. These photos are used for education and historical interest.

All photos may be used to illustrate or promote the work of PCRN volunteers and the site. They may be used in media such as newsletters, posters, leaflets, websites and social media.

Complaints procedure

Individuals who wis to complain about how we collect, use, store, share or delete their personal data should contact us in writing or by email to pcrnsecretary@gmail.com Any complaints received will be acknowledged within 30 days and investigated by the Management Committee without undue delay. We will respond to the individual to explain whether we agree there is a problem and , where appropriate, what action will be take. If the individual is not satisfied with our response they have the right to refer their complaint to the Information Commissioner's Office.

CCTV

Following overnight break-ins, the Nursery has introduced CCTV monitoring as a security measure, including video recording when triggered by persons passing the equipment. The Nursery have registered this CCTV recording with the Information Commissioner. The following Data Protection arrangements will apply:

- The equipment will be set not to record during usual Nursery opening hours, so members, volunteers and colleagues will not normally be recorded.
- Any out-of-hours recordings are held within the CCTV equipment and they are overwritten on a rolling basis.
- Access to the recordings will be restricted to the trustees, unless required for law enforcement purposes.