



Bedford Steam Engine Preservation Society

Privacy Notice

Name of Organisation:

Bedford Steam Engine Preservation Society, Registered Charity No. 291744 ("BSEPS")

Created: 30th April 2018

Last updated:

The following privacy notice applies from the time you apply to become a member/exhibitor of the BSEPS and provide us with personal information. It explains how we collect, store and use the personal information you provide to us or we collect from you. As a data controller, we comply fully with the relevant legislation on data protection. We may update the terms of this notice at any time and will notify you of any significant changes.

Purpose for processing and legal basis:

We collect and process personal information for the following purposes:

fulfilling our contractual obligations by providing you with membership services including, but not limited to, membership related mailings such as Beds In Steam journal and AGM notices; notifying you of events and fund-raising events being held by the BSEPS and informing you of the activities of the BSEPS processing membership subscriptions, event exhibitor information communication, payments for events and any donations for accounting purposes and for claiming tax relief where you have provided us with a Gift Aid Declaration.

In addition, we are often notified of third party events and activities that may be of interest to our members/exhibitors because they are linked to heritage and cultural activities. For example, we may be notified of an event organised by our members supported by the BSEPS via our small grant system. We would like to pass on this information to you as a member and rely on your consent to do so.

We collect advanced ticket booking information for the sole purposes of contacting the purchaser in the event of an issue with their booking request.

We may take photographs of members, for example at a BSEPS event, which may be reproduced in the BSEPS journal or on the BSEPS website.

We will only share your information in accordance with data protection legislation, for example with the printers of our magazines or where we are legally required to by a governmental or law enforcement authority.

We do not pass your details on to any third parties for marketing purposes.

Personal information collected:

Name,
Address,
Telephone numbers,
Email address;

Gift Aid agreement

We are committed to keeping your personal information safe and we have procedures in place to secure your personal information. We store your information electronically and in paper format.

Please keep us up to date with any changes to the personal information we hold about you.

How long we will hold your information:

We will only hold your personal information as long as is reasonably necessary to carry out services and administer your membership/exhibit entry with us. Your personal information will be deleted when you cease to be a member/exhibitor of the BSEPS unless we are required to hold it longer to comply with taxation requirements, which may be for up to six years after your membership ends.

Some information, for example photographs of events, may also be kept as a permanent record of the BSEPS activities.

If we delete or dispose of your personal information it will always be done securely.

Your information rights:

You have the following rights in respect of the personal information we hold about you as follows:

- to access a copy of the personal information we hold about you;
- to have inaccuracies in the personal information about you corrected;
- to request that the personal information we hold about you is deleted;
- to object to or request the restriction of the processing of your personal information by us.

If you wish to exercise any of the above rights or if you have a complaint about your information rights, or if you have any questions about this notice, please contact us by email at secretary@bseps.org.uk or write to: The Data Controller, BSEPS, PO Box 346, Henlow, Beds, SG6 9GP

Please note that your use of the BSEPS website is also subject to this privacy notice.