

# Bala Lake Railway Archive

## Privacy Policy

**Last update: 25/01/2021**

The Bala Lake Railway (BLR) understands that your privacy is important to you and that you care about how your personal data is used. The BLR respects and values the privacy of all of its visitors and members. It will only collect and use personal data in ways that are described here, and in a way that is consistent with its obligations and your rights under the law.

### 1. Information About Us

Bala Lake Railway is a limited company and can be contacted at the following address for all purposes:

Bala Lake Railway  
The Station  
Llanuwchllyn  
Gwynedd  
LL23 7DD

Email: [info@bala-lake-railway.co.uk](mailto:info@bala-lake-railway.co.uk)

### 2. What Does This Notice Cover?

This Privacy Policy explains how the BLR uses your personal data, how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

### 3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that the BLR uses on this site including online ordering is set out in Part 5, below.

### 4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- The right to be informed about the BLR's collection and use of your personal data

- The right to access the personal data the BLR holds about you
- The right to have your personal data rectified if any data is inaccurate or incomplete
- The right to be forgotten, i.e. you can request that the BLR deletes, shreds or otherwise disposes of any of your personal data that has been retained
- The right to restrict (i.e. prevent) the processing of your personal data
- The right to object to the BLR using your personal data for a particular purpose
- The right to data portability. This means that you can ask for a copy of your personal data held by the BLR to re-use with another service or business in many cases

Further information about your rights can also be obtained from the Information Commissioner's Office (ICO) or your local Citizens Advice Bureau.

If you have any cause for complaint about the BLR use of your personal data, you have the right to lodge a complaint with the ICO.

## **5. What Personal Data Do You Collect?**

The BLR may collect some or all of the following personal data depending on your needs:

- Name
- Email Address
- Telephone and Mobile Numbers
- Home address
- Skills that might be useful to the railway

## **6. How Do You Use My Personal Data?**

Under the GDPR, the BLR must always have a lawful basis for using personal data. This may be because the data is necessary for the BLR performance of a contract with you, because you have consented to the BLR use of your personal data, or because it is in the BLR legitimate business interests to use it. Your personal data will be used for one of the following purposes:

- Returning a contact request
- Processing a request to register for the archive
- Communicating with you regarding BLR
- Supplying you with any data as part of a data access request
- Communications regarding submissions to the archive
- Contacting you if you the railway wishes to request your help

The BLR will always work to fully protect your rights and comply with any and all obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

## **7. How Long Will You Keep My Personal Data?**

The purpose of this website is to build an archive of images and other related documents about the history of the BLR. In order to correctly attribute submitted content, we need to keep all contact

details associated with a submission indefinitely, or until the submission is removed should you request it.

## **8. How and Where Do You Store or Transfer My Personal Data?**

The BLR will only store your personal data on computers in the UK, within our Microsoft OneDrive account and our archive webserver (currently UK based). This means that it will be fully protected under GDPR.

The security of your personal data is essential to the BLR and it will always strive to protect your data. To do this it takes a number of important measures, including the following:

- Encrypted data transfer and storage
- Secure and restricted access to membership data
- Paper record shredding and digital data removal

## **9. Do You Share My Personal Data?**

Archive website personal data is only available to BLR staff members, nominated volunteers and authorised researchers\* who require access to administer the archive or for research purposes. The BLR will not share any of your personal data with any third parties for any purposes, subject to the following important exceptions.

- In some limited circumstances, the BLR may be legally required to share certain personal data, which might include yours. This could be if it is ever involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.
- Where content is published, on the archive itself, other digital publications or print media. This will be limited to your name only for attribution purposes as per the requirements of the Creative Commons License.

## **10. How Can I Access My Personal Data?**

If you want to know what personal data the BLR has about you, this can be viewed via the archive website by logging into your account. If you need any further details you can make a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 1.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover the administrative costs in responding.

The BLR will respond to your subject access request within 1 month from the date the request is received. Normally, it aims to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date your request is received.

## **11. Other**

The BLR may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if it changes its business in a way that affects personal data protection.

Any changes will be made available via this document on the website, so please check back regularly. This document will always start with the last update date.