

Young Rail Professionals Ltd.  
**Privacy Notice**

## INTRODUCTION

- 1 Welcome to the Young Rail Professionals (YRP) privacy notice. This covers our members, but also some non-member partners, such as Rail Week contributors and subscribers.
- 2 Membership to the Young Rail Professionals is activated through submission of a membership application on our website, and terminated by email request to the National Secretary.
- 3 When non-members subscribe to a YRP event or mailing list, or submit data in support of a YRP sponsored activity, they are classed as a YRP partner. We afford YRP partners the same privacy policy and commitment to data protection as our members.
- 4 We respect your privacy and are committed to protecting your personal information, which we call “personal data”. This privacy notice will tell you how we look after your personal data and about your privacy rights. It supplements any other notices and is not intended to override them.

## WHO WE ARE

**Data Controller** (referred to as “we/us/our”)

Young Rail Professionals Ltd.  
Derby Carriage and Wagon Works  
Litchurch Lane  
Derby  
DE24 8AD

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**Name or title of Data Protection Manager:**

George Chilcott

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**Address:**

Young Rail Professionals Ltd.  
Derby Carriage and Wagon Works  
Litchurch Lane  
Derby  
DE24 8AD

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**Email:**

**[George.chilcott@youngrailpro.com](mailto:George.chilcott@youngrailpro.com)**

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- 5 You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO) ([www.ico.org.uk](http://www.ico.org.uk)). We would appreciate the chance to address your concerns first.

## CHANGES

- 6 This version was last updated on 25/05/18 and historic versions can be obtained by contacting us.
- 7 If you wish to keep your YRP information up-to-date then you can do so using the “edit profile” service on the YRP members website. Alternatively you can email the Data Protection Manager to update the information on your behalf.

## HOW WE COLLECT YOUR PERSONAL DATA

- 8 We collect personal data when

- You submit your application to become a YRP member through our website;

- You change your personal details or preferences via our website or by email to the National Treasurer;
- You subscribe to an event, mailing list or activity as a non-member partner;
- You submit to us a survey or feedback form by email or post, unless the survey is anonymised;
- You submit an expense claim through the website or by email to the National Treasurer.

## WHAT PERSONAL DATA DO WE COLLECT?

9 Below we have listed;

- Data we hold on all YRP members (indicated by X in “Yes” column);
- Data we will never hold on any YRP member or partner (indicated by X in “No” column)<sup>1</sup>;
- Data we may hold on any YRP member or partner, dependent on the preference selected by a member/partner at the time of data submission (indicated by X in “Optional” column).

<b>Personal Data</b>	<b>Yes</b>	<b>No</b>	<b>Optional</b>
Personal contact details (Name, title, address, telephone number and email addresses)	X		
Emergency contact details (Name, title, address, telephone number, relation to member/subscriber)			X
Date of birth (year)	X		
Gender			X
Sign-up date	X		
Job title			X
Company	X		
Personal photograph			X
Regional preference			X
STEMNET trained status	X		
Ambassador preference	X		
Bank details (Sort code and account number only)			X
<b>SENSITIVE PERSONAL DATA</b>	<b>Yes</b>	<b>No</b>	<b>Optional</b>

<sup>1</sup> We may unintentionally hold additional information in our email archives, but this data is never used for processing and will be removed in accordance with our email retention policy

Personal Data	Yes	No	Optional
<b>We <u>do not</u> collect, store or use the following categories of more sensitive personal information, including:</b>			
Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions		X	
Trade union membership		X	
Information about your health, including any medical condition, health and sickness records		X	
Genetic information and biometric data		X	

## HOW WE USE YOUR PERSONAL DATA

- 10 We will only use your personal data when the law allows us to.
- 11 We have set out below how and why we plan to use your personal data.

Purpose/Activity	Lawful basis for processing including basis of legitimate interest
<p>To manage our relationship with you which will include:</p> <p>(a) Notifying you about changes to our terms or privacy policy</p> <p>(b) Notifying you about changes to your membership which are relevant to you</p>	<p>(a) Necessary to comply with a legal obligation</p> <p>(b) Necessary for our legitimate interests (to keep our records updated and to study how people use our business)</p>
<p>To administer and protect our business and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)</p>	<p>(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)</p> <p>(b) Necessary to comply with a legal obligation</p>
<p>To make suggestions and recommendations to you about events or opportunities that may be of interest to you</p>	<p>Necessary for our legitimate interests (to develop and grow our business)</p>
<p>Asking you to partake in a review or complete a survey</p>	<p>Necessary for our legitimate interests (to study how people use our business, to develop and grow our business)</p>
<p>To use data analytics to improve our website</p>	<p>Necessary for our legitimate interests (to define types of people for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)</p>

To pay expenses by bank transfer as per our expenses policy

Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)

## PROMOTIONAL OFFERS FROM US

- 12 We will use your personal data to form a view on what we think you may want or need, or what may be of interest to you.
- 13 Material may be provided to our marketing department by a third party- for instance an academic institution or conference provider- but will always be reviewed and sent from a YRP email address.

## OTHER MARKETING

- 14 We will **never** share your personal data with a third party for marketing purposes.

## OPTING OUT

- 15 To stop receiving material from us you can terminate your membership at any time by emailing the [National Secretary](#).

## COOKIES

- 16 A cookie is a text-only string of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are. A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number.
- 17 We use cookies in the following ways:
- (i) to help us recognise you as a unique visitor (just a number) when you return to our Website and to allow us to tailor content or advertisements to match your preferred interests; and
  - (ii) to track user traffic patterns to see how effective our navigational structure is in helping users reach that information and to help us ensure that its structure is workable; and
  - (iii) to compile anonymous, aggregated statistics that allow us to determine the usefulness of our Website information.
- 18 You cannot be identified personally from a cookie. Cookies cannot read data off your hard disk or read cookie files created by other sites.
- 19 You have the ability to accept or reject cookies by modifying the settings in your browser when it alerts you to its presence. To change your cookie setting within your Internet Explorer or to reject or request permission for cookies, click on Tools/Internet Options/Privacy. More information about cookies, including how to block them and/or delete them, can be found at [AboutCookies.org](#)
- 20 You do not need to have cookies turned on to use or navigate through many parts of our Website, however this may limit some of the functions available on the Website and you may not be able to use all the interactive features.

## CHANGE OF PURPOSE

- 21 Please note that we may process your personal data without your knowledge or consent where this is required or permitted by law.
- 22 However, if we need to use your personal data for a new purpose and the law allows us to do so, we will notify you and explain the legal basis for our actions.

### THIRD-PARTY LINKS

- 23 Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

### DISCLOSURES OF YOUR PERSONAL DATA

- 24 We never share your personal data with third parties.

### INTERNATIONAL TRANSFERS

- 25 The GDPR imposes restrictions on the transfer of personal data outside the European Union, to third countries or international organisations. These restrictions are in place to ensure that the level of protection of individuals afforded by the GDPR is not undermined, and YRP Ltd is compliant with these restrictions.

### DATA SECURITY

- 26 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those YRP committee members or third parties (for example, our web engineer contractors) who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.
- 27 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### HOW LONG WILL WE USE YOUR PERSONAL DATA FOR?

- 28 We will hold your information for the length of your membership plus our standardised archiving rule – our archiving rules have been built in line to satisfy legal, accounting and external reporting requirements
- 29 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.
- 30 You can ask us about the retention periods for different aspects of your personal data by contacting our Data Protection Manager.
- 31 In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

### YOUR LEGAL RIGHTS

- 32 You have the right to:

**Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

**No fee usually required** You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

**We may need to request specific information from you** to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

**We try to respond to all legitimate requests within one month.** Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

**You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) ([www.ico.org.uk](http://www.ico.org.uk)).** We would appreciate the chance to deal with your concerns first.