



Light Rail Transit Association

Your LRTA membership - data protection

Issued with *Tramways & Urban Transit*, June 2018

Background

In the UK, data protection law has been governed by the Data Protection Act 1998 (DPA 1998). However, a new EU data protection law called the **General Data Protection Regulation** (GDPR) will apply from 25 May 2018. This new law was deemed necessary to take into account technology changes over the last 20 years and to harmonise data protection law across Europe. The UK Government has stated that the GDPR will be enshrined in UK law after Brexit and a Bill is currently before the UK Parliament to achieve this.

From 25 May 2018, we, the Light Rail Transit Association (LRTA), will be required to use your personal data in compliance with the GDPR. This note has been issued to provide you with information as to how we use your personal data and what rights the GDPR gives you in respect of your personal data.

How we use data about you

We use your personal data to fulfil your membership subscription to the LRTA, and in respect of any other purchases you make from the LRTA or events you participate in. The LRTA is a “data controller” in respect of your personal data for the purposes of the GDPR.

The personal data we use includes:

- Personal details – name, postal or mailing address, email address (if provided to us)
- Membership data – when your membership began and when it (currently) expires
- Payment details – where payments are made by card or by direct debit
- Order history of purchases you have made from the LRTA Shop, including a marker to ensure that the correct membership discount is applied to orders you place. You may also have subscribed to a separate shop newsletter email list
- Details of events you have registered for or attended (e.g. the AGM).

On occasions, additional data may be requested (e.g. a phone number) but that information will only be used in connection with the specific request (e.g. an event booking).

The data we hold about you is only obtained from you, through your membership application and/or renewal, and, if applicable, through other orders placed and bookings made with the LRTA.

We will only collect and use your personal data where:

- You have given us your consent to do so – primarily by joining the LRTA and/or subscribing to our journals
- A contractual relationship has been established where you have placed an order with us or booked an event
- It is for our legitimate business interests
- There is a legal obligation for us to do so.

What you can expect to receive from us

You will receive our monthly journal *Tramways & Urban Transit (T&UT)* each calendar month and/or our quarterly journal *Tramway Review (TR)* for the currency of your membership or subscription. Journals are normally supplied by post but an on-line only subscription to *T&UT* is also available. On an exceptional basis, the LRTA may need to write you separately in connection with subscription management, including renewal, or LRTA governance and administration.

Who the data may be shared with

The LRTA has a policy not to and **does NOT** provide any membership, subscription or mailing list data to any other organisations and businesses and so we do not seek your consent to do this.



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However, we do need to share your data with certain organisations we work with to enable the LRTA to meet its obligations to our members and subscribers, and these include:

Webscribe Limited – our mailing house - who is provided with name and postal address data to send your journals by post and to distribute other publications you have ordered. They are also passed bank payment details to enable them to process direct debit subscriptions on behalf of the LRTA and they are an approved BACS bureau for the processing of such payments.

Secure Hosting (Monek Limited) – who process card payments on behalf of the LRTA. Where card payments are entered on-line via the LRTA Shop, they are entered directly into a Secure Hosting page and are not visible to the LRTA. Secure Hosting are a Payment Card Industry (PCI) compliant business.

Other tramway organisations and journals - if you pay for subscriptions to other organisations and journals, in the UK, Europe or elsewhere, along with your LRTA membership or renewal, your name and address details only will be supplied to those organisations in order that they are able to fulfil your subscriptions with them.

Retention of data

One of the key principles of the DPA 1998 and the GDPR is that the personal data we store and process shall be adequate, relevant and limited to what is necessary for the purpose it was originally collected. Membership data will be retained while a membership is current and for a reasonable period after a membership has lapsed (to allow for follow-up and late renewal), unless immediate deletion of data is requested by a resigning member or in the event of the death of a member.

Your rights

You have a number of rights under the GDPR. These include the right to:

- See the data we hold about you
- Request personal data to be amended if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued use
- Block or restrict the processing of personal data; and
- Object to the processing of your personal data

If you wish to correct inaccurate or incomplete name and address data (e.g. such as that used to send our journals to you), you should contact the LRTA Membership Secretary (membership@lrta.org or via the subscriptions postal address shown in the *T&UT* and *TR*).

If you wish to exercise any of your other rights or have concerns about the processing of your personal data, or wish to raise any questions in relation to data protection by the LRTA, please contact the LRTA Secretary (secretary@lrta.org or via the postal address at the foot of this page).

If the LRTA is unable to resolve your concerns and if you are unhappy with how your personal data is being handled, you have the right to make a complaint to the Information Commissioner's Office, an independent body set up to uphold information rights, which will investigate your complaint.

Approved by Council
25 April 2018