

# WROMT GENERAL DATA PROTECTION POLICY

**IN RECOGNISING AND RESPECTING THE REQUIREMENT TO KEEP THE PERSONAL DATA OF THE MEMBERSHIP OF THE TRUST SECURE, IT IS APPROPRIATE THAT THE CHARITY HAS IN PLACE A PUBLISHED DATA PROTECTION POLICY**

**ALL INDIVIDUALS HAVE A DUTY NOT TO BREACH THIS POLICY OR HELP OTHERS TO DO SO. THIS REQUIRES A PERSONAL COMMITMENT FROM ALL MEMBERS TO ENSURE THIS POLICY IS ADHERED TO AT ALL TIMES. SHOULD ANY INDIVIDUAL SUSPECT THAT ANY PERSONS ACTIONS ARE CONTRARY TO THIS POLICY, A TRUSTEE MUST BE INFORMED IMMEDIATELY.**

**ACTION IN BREACH OF THIS POLICY WILL BE TREATED SERIOUSLY AND COULD RESULT IN SUSPENSION OF THE MEMBERSHIP OF ANY INDIVIDUAL FOUND IN BREACH OF THIS POLICY.**

Dewsbury Bus Museum is committed to ensuring that the personal data of all its members and business contacts, such as Event Traders, is treated with care and that all those providing personal data should expect that legal compliance to this policy is adhered to at all times.

The policy of the Trust is included in communications such as the Membership renewal form and Traders booking form, but it should be noted that this policy applies to the handling of any personal data by any Official of the Trust.

Care should be exercised by all Officials of the Trust that have access to Data to ensure it is not inadvertently passed on to a third party. Examples of potential concerns could be where a third party asks for a telephone number or other details of a Member, to make contact with them. Any request should be declined, but an offer to advise said member that the third party is trying to contact them would be courteous.

Requests for Personal Data by authorities, such as the Police, require a formal document to be provided by said authority before any data can be released.

It is the Policy of the Trust to include the GDPR Policy on Membership renewal forms and Traders Event Booking forms and an example of the Policy follows:

## **General Data Protection Regulations** The West Riding Omnibus Museum Trust GDPR Policy;

Personal data which includes any or all of the following: names and titles, postal addresses, phone numbers and email addresses, are collected and stored by the Membership Secretary and Events Organiser may be shared with any or all of the Trustees and Elected Officers of the Trust who are: The President, The Treasurer, The Secretary, The Events Organiser, plus other members of the Management Committee when a need arises. In addition, those members who belong to the Trust Management Committee will agree to their contact details being made available to other members of said Committee to ensure the efficient running of the Trust.

Postal addresses are used to ensure delivery of the Trust newsletter and Events information and this and other personal data collected, stored and shared in the way described above will be used to inform members and Traders of Trust events, activities and other aspects of the functions of the Trust. This personal data will not be made available to any other person without the express and explicit permission of the member concerned. Any member may have their personal data changed or removed at their request by contacting the Membership Secretary or Events Organiser at the address detailed on this form. Removal of this data would result in said member not receiving their Trust newsletter, annual subscription reminder or any other ad-hoc communication issued to the Trust membership.

The personal data of any member who subsequently leaves the Trust for any reason will be removed from the list of such data.