

The Princess Royal Class Locomotive Trust

PRIVACY POLICY

Last reviewed 2018

PRIVACY POLICY

for

The Princess Royal Class Locomotive Trust

Introduction:

We are The Princess Royal Class Locomotive Trust (PRCLT), Registered Charity number 1042090. We also trade under the name 'PMR Tours' for our mainline steam train excursions and 'PRCLT Co. Ltd.' for our commercial activities.

Our postal address is:

The Princess Royal Class Locomotive Trust - West Shed
c/o: The Midland Railway
Butterley Station
Ripley
DE5 3QZ

Tel. 01773 743986

Email: westshed6233@btconnect.com

This Privacy Policy gives detailed information as to when and why we collect personal information from you, how we keep it secure and how we use it.

Your Data:

The PRCLT only stores personal data that is relevant to our activities. From 25th May 2018 the data protection law is evolving into the General Data Protection Regulation, which has more specific controls on how data is stored and managed.

How we collect and use data:

Emailing list:

Individuals can choose to sign up to our general emailing list to be sent occasional (usually monthly) newsletters about our recent activities and upcoming events. People can either complete a form at the West Shed and be added to the list via our office, or sign up themselves via our website or Facebook page. We will never share your email address with any third parties, with the exception of storing your email address within our online 'Mailchimp' account, which we use to send out newsletters to defined distribution lists. Mailchimp has their own Privacy Policy which can be found on their website:

<https://mailchimp.com/legal/privacy/>

You can unsubscribe from our email list at any time by following the link that is contained in every email.

PMR Tours Postal mailing list:

People who book onto a PMR Tours train trip are added to our postal mailing list to be sent information about future train trips, one or two leaflet mailings per year. Names and addresses are stored in a secure computer database and will never be shared with third parties. We process this data according to the 'Legitimate Interest' rule, whereby past PMR Tours customers can reasonably expect to

have an interest in hearing about further trips. Individuals can request that their details are removed from this mailing list at any time.

Patrons & Friends of the Duchess

When people join the PRCLT as a Patron or Friend of the Duchess we store personal data on a membership database (name, address, telephone, email). Members can choose how they would like to be contacted and magazines and newsletters are sent out as part of the membership package. Where members choose to pay their subscription via a standing order, the PRCLT does not have access to any information relating to an individual's bank account. Contact details will never be shared with any third parties.

Cookies:

When you visit our website:

You can browse The Princess Royal Class Locomotive Trust's (PRCLT) Website without telling us who you are or revealing any personal information about yourself. If you have cookies enabled on your web browser, the Website will collect information about your visit as you move through the Websites. This may include: technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information (where applicable), browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from the Website (including date and time); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs), and methods used to browse away from the page. We use this data to inform the development of our service (for example, if we know which web browsers most of our visitors are using, we can allocate website development resources accordingly).

What are cookies and how do we use them?

Cookies are pieces of data that a website can transfer to a user's web browser. The cookies may remain on your computer after you leave the website but you can manually delete them using most browsers. Most web browsers are pre-set to accept cookies. Some cookies store data just for the time you are on the website. These are called session cookies and are not stored on your computer after you have left the website.

A pixel tag (also known as a web beacon or clear GIF) is an invisible 1×1 pixel that is placed on web pages. When you access these web pages, pixel tags generate a generic notice of the visit and allow us to set or read our cookies. We use pixel tags in combination with cookies to track activity on our websites, particularly to track visits, times and dates of visits, pages viewed, country and city locations, devices used, purchases, sources visited before coming to our websites, demographics and email sign ups. We use these for reporting and for marketing purposes to retarget advertising and for lookalike modelling. This information is used to make our websites and advertising more relevant to your interests.

If you prefer not to receive cookies, you can adjust your web browser to refuse cookies or to warn you when cookies are being used. You can also use plugins and extensions that block the functionality of pixel tags. Most elements of the PRCLT website will still function if you disable cookies in your web browser settings.

When you visit the PRCLT website, if your browser is using the standard settings and it is accepting cookies, you are giving consent for cookies on the PRCLT website to be stored on your computer. If you do not wish for this to happen, you can disable them in the settings of your browser. For more information on cookies and their uses, visit the cookies page on the Information Commissioner's Office website.

In particular we use the following cookies and similar technologies:

Google Analytics,
AWStats,
Facebook Like Button
Twitter Follow button
Google +1 button
YouTube videos
Flash Cookies
Content embedded from third-party websites
Online surveys and other analytics

Online Purchases & Donations:

No credit/ debit card details are recorded on the PRCLT website or servers; PayPal is used to facilitate payments and as such they are covered by the PayPal Privacy Policy which can be found on their website:

<https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev>

People carrying out transactions online are not automatically added to our emailing list but can choose to be.

Your rights:

You have the right to:

- See what information we hold about you
- Request personal data to be amended and / or corrected.
- Request the deletion of personal data where there is no reason for its continued use.

Individuals wishing to remove their data from PRCLT records or enquire about the data we hold about them by submitting a 'Subject Access Request' should write to us at the address at the top of this page or email our office at: westshed6233@btconnect.com

More information on your rights can be found here:

<https://ico.org.uk/for-the-public/personal-information>

Changes to this policy:

We keep this Privacy Policy under review and will make changes from time to time. We may let you know about such changes by email or another suitable method of communication. The latest version of this policy will always appear on our website.

Last updated May 2018