



STEAM APPRENTICE CLUB

PART OF THE NATIONAL TRACTION ENGINE TRUST
Preserving our heritage with steam on the road

Changes to Data Protection Law

For the attention of the Sponsor of an SAC Member

March 2018

Dear Sponsor,

I am writing to you as Chairman of the SAC's parent organisation, the National Traction Engine Trust, to tell you about changes in data protection law coming into effect in May 2018. The changes introduce some new elements and enhancements into the regulations governing our handling of the personal data you provide when you sponsor an 'Apprentice' to join the Steam Apprentice Club. We are committed to keeping your personal information and that of the Apprentice safe and we have procedures in place to secure that personal information.

We must explain clearly to you:

- what personal data we are collecting and why;
- how we intend to use it;
- how long we will retain it; and
- what rights you have in relation to the personal information we hold about you.

All of this information is set out in our Privacy Notice which is enclosed.

Also enclosed is the Acknowledgement of Privacy Notice which I ask that you carefully read, enter the requested information and then sign the Acknowledgment.

Please return your completed Acknowledgement either by post to: Membership Secretary, PO Box 10348, Hinckley, LE10 9FB, or you may scan it and send as an attachment on an email to membership@ntet.co.uk.

Alternatively you may go to our website at ntet.co.uk and complete the Acknowledgement there.

I hope you won't mind me explaining that in order for the NTET and the SAC to be compliant with the new data protection rules we really do need you to respond to my request. Failure to do so may mean that we are unable to meet all of our obligations to you as a member.

Yours sincerely

A handwritten signature in black ink that reads "A. J. Coulls".

Anthony Coulls - NTET Chairman



STEAM APPRENTICE CLUB

PART OF THE NATIONAL TRACTION ENGINE TRUST
Preserving our heritage with steam on the road

Privacy Notice

Name of Organisation:

National Traction Engine Trust, Registered Charity No. 291578 ("NTET"). The NTET is the Parent organisation of the Steam Apprentice Club

Created: 15 March 2018

Last updated:

The following privacy notice applies from the time you apply to Sponsor a member of the SAC and provide us with personal information. It explains how we collect, store and use the personal information you provide to us or we collect from you. As a data controller, we comply fully with the relevant legislation on data protection. We may update the terms of this notice at any time and will notify you of any significant changes.

Purpose for processing and legal basis:

We collect and process personal information for the following purposes:

- fulfilling our contractual obligations by providing you with membership services including, but not limited to, membership related mailings such as Steaming and Raising Steam Magazines and AGM notices; notifying you of events and fundraising events being held by the NTET and/or SAC; and informing you of the activities of the NTET and/or SAC and where applicable membership of the Breakdown Recovery Scheme
- processing membership subscriptions, payments for events and any donations for accounting purposes.

In addition, we are often notified of third party events and activities that may be of interest to our members because they are linked to heritage and cultural activities. For example, we may be notified of an event with special interests to Steam Apprentices. We would like to pass on this information to you as a sponsor and rely on your consent to do so.

We may take photographs of members, for example at a SAC event, which may be reproduced in the NTET and/or SAC Magazines or on the Trust's website.

We will only share your information in accordance with data protection legislation, for example with the printers of our magazines or where we are legally required to do so by a governmental or law enforcement authority.

We do not pass your details on to any third parties for marketing purposes.

Personal information collected:

- Name, address, telephone numbers, email address, age/date of birth of the SAC Member,
- Date of joining

NTET/SAC Privacy Notice Continued

- Your preferred method of receiving communications from us;
- Correspondence from you;
- Photographs of members, for example at NTET and/or SAC events.

We are committed to keeping your personal information and that of your sponsored apprentice safe and we have procedures in place to secure your personal information. We store your information electronically and in paper format.

Please keep us up to date with any changes to the personal information we hold about you.

How long we will hold your information:

We will only hold your personal information as long as is reasonably necessary to carry out services and administer your membership with us. All related personal information will be deleted when you cease to be a sponsor of an Apprentice unless we are required to hold it longer to comply with taxation requirements, which may be for up to six years after your membership ends.

Some information, for example photographs of events, may also be kept as a permanent record of NTET or SAC activities.

If we delete or dispose of your personal information it will always be done securely.

Your information rights:

You have the following rights in respect of the personal information we hold about you and your sponsored apprentice as follows:

- to access a copy of the personal information we hold about you;
- to have inaccuracies in the personal information about you corrected;
- to request that the personal information we hold about you is deleted;
- to object to or request the restriction of the processing of your personal information by us.

If you wish to exercise any of the above rights or if you have a complaint about your information rights, or if you have any questions about this notice, please contact us by email at gdp-controller@ntet.co.uk or write to: The Data Controller, National Traction Engine Trust, 4 Church Green East, Redditch, Worcestershire, B98 8BT

Please note that your use of the NTET and SAC websites are also subject to this privacy notice.



STEAM APPRENTICE CLUB

PART OF THE NATIONAL TRACTION ENGINE TRUST
Preserving our heritage with steam on the road

Acknowledgement of Privacy Notice

Please use **BLOCK CAPITALS** Please ensure that you read the Privacy Notice
You only need enter details in the shaded areas if there are changes.

SAC Membership Number:* * = Required Information

Sponsor

Title * Initials * Surname *

| | |
|------------------------|----------------|
| Your Address: | |
| Postcode | |
| Apprentice | |
| Forename(s) | Surname: |
| DoB :...../...../..... | |
| Address | |
| Postcode | |

Declaration

I /We have read the NTET’s Privacy Notice which describes how the National Traction Engine Trust collects, stores and processes my personal data as the sponsor of an SAC member, the purpose for which it is used, and my rights under the data protection legislation.

Please confirm by ticking at least one of the boxes below how you would like to receive additional information from the SAC as set out in the Privacy Notice, and where appropriate complete the necessary details.

Post Email Email address:

Phone Tel No Text Mobile No:

Signature **Date** /..... /.....

Please return your completed Acknowledgement by post to: Membership Secretary, PO Box 10348, Hinckley, LE10 9FB, or you may scan it and send it as an attachment on an email to membership@ntet.co.uk

Alternatively you may visit our website at ntet.co.uk and complete the Acknowledgement there.