

## **LONDON OMNIBUS TRACTION SOCIETY**

### **GENERAL PRIVACY NOTICE**

#### **Introduction**

This Privacy Notice sets how we London Omnibus Traction Society ('LOTS') will use the personal data you will have given us. Your personal data comprises any information which by itself or with other data available to us can be used to identify you. The processing of personal data is governed by the General Data Protection Regulation (known as 'the GDPR'). We will comply with our obligations under the GDPR to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data; to keep personal data secure and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

#### **The types of personal data we collect and use**

You will have provided us with your personal data in support of your Membership application and/or your request(s) for the purchase of publications and/or accompanying information, photographs and/or potential magazine articles, which may include your names, titles, aliases and contact information (e.g. address, email and telephone numbers). For those persons applying for Membership of LOTS who are under the age of 18, this will also include certain details concerning the parental / guardian confirmation given on your behalf.

It may also include details of which publications and services you have applied for. You may also have provided data in the form of financial identifiers such as bank account numbers, payment card numbers, and payment / transaction identifiers.

Subject to any applicable legislation we may record your correspondence, emails, text and telephone messages in relation to your dealings with us.

#### **How we will use your personal data**

We will process your personal data:

- As necessary to perform our contract with you or to take steps to enter into a contract with you, in relation to the administration of your Membership and / or for the supply of publications or services.
- For our own legitimate interests in managing our own records and accounts.
- To comply with a legal obligation, (e.g. GDPR, Health & Safety regulations, HMRC regulations)

Where your information might be used other than on these legal bases set out above, we will not proceed further without obtaining your prior consent.

Although you may change your wishes in relation to how we handle the personal data we hold, you should be aware that a possible consequence thereof might be to limit the scope of the services we provide you.

#### **Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks in administering the Membership database; in managing the performance of our contract to supply publications and services; and to protect the security or integrity of our operations.

### **How long we keep your personal data**

In general we will endeavour to keep data only for as long as we need it and in accordance with what is required by law. This means that we may delete it when it is no longer needed for such purposes.

### **Transfer of data abroad**

Personal data transferred outside the UK and the European Economic Area will only be placed on systems complying with measures giving equivalent protection of personal rights through international agreements. Our website is also accessible from abroad.

### **Further processing**

If we wish to use your personal data for a purpose not covered by this Notice, then we will provide you with a new notice explaining the new use prior to commencing such measures as would be required setting out the relevant purposes and processing conditions. We will seek your prior consent to any new processing of your personal data.

### **Your rights in relation to your personal data**

Such rights include the following:

- The right to be informed about how your personal data is processed.
- The right to request access to your personal data. You can contact us to request the information we hold on you as well as why we have that information, who has access to it and where we obtained the information from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- The right to have your personal data corrected if it is inaccurate and to have incomplete personal data completed.
- The right to have your personal data erased (i.e. the “right to be forgotten”). When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted.
- The right to object to the processing of your personal data.
- The right to restrict the processing of your personal data.
- The right to data portability where applicable.

In order for us to process any request you may make in the exercise of your rights as set out above we may need to verify your identity in order to safeguard your security.

You have the right to complain to the Information Commissioner’s Office whose contact details are given in the last paragraph.

### **Changes to this notice**

We keep this Privacy Notice under regular review and will place any updates on this website [www.lots.org.uk](http://www.lots.org.uk) This Notice was last updated in May 2018.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights at:

Chairman, LOTS, G16, Lombard Business Park, 8 Lombard Road, London SW19 3TZ marking your envelope “Data Protection”.

email: [LOTSChairman@yahoo.co.uk](mailto:LOTSChairman@yahoo.co.uk) marking the subject “Data Protection”.

Contact details for the Information Commissioner’s Office can be found on [www.ico.org.uk](http://www.ico.org.uk) or by writing to Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.