

Great Cockcrow Railway

APPENDIX H.3

DATA PROTECTION POLICY

By Order of	Hardwick Central Station
The Management Committee	Hardwick Lane
01st Feb 2026	Chertsey

Great Cockcrow Railway

Data Protection Policy

Introduction

This policy lets you know what happens to any personal data that you give us or that we collect from you. This Data protection policy applies to all members of the Great Cockcrow Railway (GCR).

The committee are the data controllers for your personal data, it is their responsibility to ensure that data protection policies are in place.

This policy will be updated to reflect any changes to data protection law.

Great Cockcrow Railway (GCR) is a division of Ian Allan (Miniature Railway Supplies) Ltd (IAMRS)

Great Cockcrow Railway

Why we collect personal data

We (GCR) collect personal data to ensure IAMRS have an up to date list of members, their addresses and contact numbers for reference and insurance purposes.

We collect data to ensure an accurate and up to list of members contact details is available at the GCR for use as required.

How and when we collect personal data

When you complete an application form and give us your personal details.

When you advise us of any changes to your personal details e.g. new email address or change of phone number etc.

Sensitive personal data

We may collect personal data such as health conditions from you to ensure your ability to participate in the railway's business, this is to ensure that we maintain a safe and operational railway and comply with relevant law or guidelines in the respect of passenger carrying miniature railways.

What we do with personal data and sharing your personal data

The committee will not share any personal data with outside third parties with the exception of when legally required to do so and with the IAMRS office, who will also not share it with third parties without your consent. A list of members and contact details will be available on site to enable members to contact other members and for emergencies, if you do not wish your contact details to be included then a written request will be respected.

Retention policy

Retained data includes Name, Date of birth, Postal address, email address, telephone number and any health conditions declared, also in the case of junior members, contact details if supplied of parent or guardian.

We will retain personal data from you for a maximum of 2 years from when you advise us in writing that you are leaving the membership of the railway or your last attendance at the railway.

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Photographs

Photographs are not explicitly referenced in the GDPR except where they are part of a record for an individual. It can be assumed that if the photograph is anonymous – in other words the file is not named after the individual, there is no index saying picture x is a person and the picture is not linked to other data, then it is outside the scope of GDPR since it is not part of a qualifying filing system.

However, photographs are often quoted as a safeguarding issue with many people believing that organisations should obtain consent to take and publish pictures of individuals. The GCR notes that the railway is open to the public but whilst every effort will be made to regulate the taking of inappropriate photos / videos and the sharing on social media, it may not be possible to always do so. Any consent would only apply to pictures taken “officially” by the railway but all those taken by visitors present and posted on social media are outside the railways control.

The exception is the very rare times when the courts have ordered that a picture of a person cannot be published. In such circumstances special arrangements would be required. With those exceptions, people can avoid “staged” pictures and look away from “official” cameras if they are really concerned.

Security

Your data will not be shared with a third party without your permission. If someone asks for a members contact details i.e. email or phone number, it is common courtesy to ask the member’s permission before any personal data of this nature is given out.

Accuracy

It is important that the data we hold for you is accurate, it is your responsibility that you update us with any change of name, Postal address, email address, telephone number as well as any health conditions that affect your ability to perform your duties at the railway safely.

Social media and the internet (Sharing information)

Before posts are made on a social media or internet platform, permission should be sought from the person or persons included in any photographs where the picture quite clearly identifies them. This is particularly important if their name is to be published as well. E.g. passing out as a driver.