**Data Protection and Privacy Policy**

The Class 45/1 Preservation Society is committed to the protection and use of personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the UK implementation of the GDPR through the Data Protection Act (2018).

We are committed to:

* Ensuring a nominated committee member is responsible for data protection compliance and provides a point of contact for data protection issues.
* Ensuring that data is collected and used fairly and lawfully.
* Ensuring that queries about data protection, internal and external to the Society, are dealt with effectively and promptly.
* Processing personal data only in order to meet our operational needs or fulfil legal requirements.
* Taking steps to ensure that personal data is up to date and accurate.
* Establishing appropriate retention periods for personal data.
* Ensuring that data subjects’ rights can be appropriately exercised.
* Providing adequate security measures to protect personal data.
* Ensuring that all committee members are made aware of good practice in data protection and know where to obtain further guidance.
* Ensuring we comply with data protection principles, as listed below;

**Data Protection Principles (article 5 of the UK GDPR):**

Personal data shall be:

(1) processed lawfully, fairly and in a transparent manner in relation to individuals (‘lawfulness, fairness and transparency’);

(2) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (‘purpose limitation’);

(3) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);

(4) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’);

(5) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals (‘storage limitation’);

(6) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’).

7) Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.