



## **Data Protection Privacy Notice**

The Solent Steam Packet Limited (the Society) is a Registered Charity (registration number 26065R) and a membership based Mutual Society registered with the Financial Conduct Authority under the Co-operative and Community Benefits Societies Act 2014.

The Solent Steam Packet (Services) Ltd and Shieldhall Catering Ltd are subsidiaries of the Society.

The aims of the Society are to own, maintain, restore and operate the steamship SS SHIELDHALL for the education and enjoyment of the public who have an interest in steam powered marine vessels of historic and technical significance. All funds raised by the Society and its subsidiaries are used solely for the purposes of pursuing the aims of the Society and there is no distribution of funds to any third parties.

The activities of the Society are administered and managed by an Executive Committee of Management (ECM) whose officers and members are appointed by the AGM from within the membership of the Society. All work involved in the maintenance and operation of SS Shieldhall are carried out by unpaid volunteers.

In order to achieve the aims of the Society it is essential to recruit and retain members and volunteers and to sell tickets to passengers. The Society therefore has a legitimate interest in collecting personal data provided directly by those who support it's aims and activities.

### **Individual's Rights:**

Individuals have the following legal rights concerning their personal data under the General data Protection Regulations (GDPR) 2018

- The right to be informed about the collection and use of their personal data
- The right to access their personal data
- The right to have inaccurate information rectified
- The right to have personal data erased
- The right to object to their personal data being used for purposes other than those for which it was originally provided.

Other rights defined by GDPR in relation to data portability and automated individual decision making or profiling are outside the scope of the Society's activities.



### **Data Controller:**

The Honorary Secretary is the designated Data Controller responsible for the collection and use of your personal information in relation to the Society. Any enquiries in respect of exercising individual rights outlined above should be directed to the Honorary Secretary by email to [secretary@ss-shieldhall.co.uk](mailto:secretary@ss-shieldhall.co.uk) or in writing to:

The Honorary Secretary,  
The Solent Steam Packet Ltd.,  
11 Avonbourne Way,  
Chandlers Ford  
SO53 1TF

### **Information that the Society Collects:**

The Society only collects and holds the following categories of personal data provided by the individual where there is a legitimate interest within the aims of the Society and as provided within the GDPR legislation for it to do so.

- Name, contact details (address, telephone number and email address), Gift Aid status and membership category of members
- Name, contact details (address, telephone number and email address) and experience of Volunteers
- Name, contact details (address, telephone number and email address), training records and certification of crew
- Name and contact details (address, telephone number and email address) of passengers

The Society does not collect or store any financial transaction information, nor does it pass personal information to organisations handling financial transactions.

### **How Personal Data is Used:**

The Society collects information only to:

- Administer membership subscriptions
- Distribute the Magazine and other documents to members
- Provide notice of the AGM and other meetings of the Society
- Organise volunteers and crew for maintenance and operations
- Administer the issue of tickets and instructions for passengers



- Provide data for marketing and donation appeals

### **Cookies:**

The Society uses cookies to help determine how the website is used and to help improve the performance.

### **How the Data is Stored:**

The data is stored in digital form in the Society's dedicated membership, volunteers and passenger databases which are controlled in accordance with procedures approved by the ECM and which define the methods by which electronic and hardcopy records are securely stored, accessed, updated and kept confidential.

### **Sharing of Personal Data:**

The Society uses personal data submitted by individuals only for the purpose for which it was intended within the Society and for the administration of the Society and does not make such information available to any third parties unless legally obliged to do so.

### **How Long Does the Society Keep Personal Data?:**

Personal data is only retained while the individual is a member, volunteer or supporter. Personal data is erased from the appropriate databases when the individual ceases to be a member, volunteer or supporter.

Marketing and donation appeal mailing list data is retained and used unless an individual specifically requests that their information be deleted or unsubscribes from the mailing list.

An individual may submit to the Data Controller a written request that their personal data be erased. Individuals can also request to be unsubscribed from email lists at any time.

Such requests will be implemented as soon as possible but it should be noted that by doing so, there may be an impact on the Society's ability to provide membership, ticketing or other services.

### **June 2018**