

East Anglian Railway Museum – Privacy Policy

The East Anglian Railway Museum (EARM) is committed to protecting your privacy and personal information. This applies to its employees, members, sponsors, donors and supporters.

Who We Are

East Anglian Railway Museum (EARM)
Station Road
Colchester
Essex CO6 2DS

Registered Charity Number – 1001579

E-mail: GDPR@earm.co.uk

Tel: 01206 242524

Our Privacy Policy

Our Privacy Policy operates in accordance with the following principles:-

- **Security** – Information which you disclose to us will be stored electronically on password-protected applications or on paper kept in secure, locked cabinets.
- **Limited information** – We will hold only such information as is required to provide the services which you have requested.
- **Non-disclosure** – We will not disclose any information which you give us to third parties.
- **Your right to opt-out** – Any consent you have given for the use of your information may be withdrawn by you at any time by contacting EARM in writing or by e-mail at the addresses above.

What Personal Data We Collect

When you become a member, are a visitor, sign up for Gift Aid, or make a donation, the information you provide to us – which may include your name, postal and/or email address, phone number and payment details – is retained and used by us for the purposes of providing the most efficient service for you and EARM, in a manner consistent with the furtherance of EARM's objectives.

How we use your personal data

The personal information you provide to us is used principally for the following purposes:-

- sending you information relating to your membership or to the services you have requested.
- processing your membership subscription, Gift Aid, or donation

Your Rights

You can at any time, by writing to us or e-mailing us:-

- ask us for a copy of your personal data
- withdraw any consent which you have previously given relating to your personal data
- ask us to correct any inaccuracies in your personal data
- ask us to stop processing your personal data either in some respects or altogether and/or to erase it

You can also lodge a complaint relating to the use of your personal data with the Information Commissioner's Office or the Fundraising Regulator.

Changes to this policy

We keep our privacy policy under review, and we may change the policy at any time. The latest version of the policy is available on our website.

How to get in touch

By writing to us at:-

EARM

Station Road

Colchester

Essex CO6 2DS

Or by e-mail us at:-

GDPR@earm.co.uk

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