



LONDON BUS PRESERVATION TRUST LTD (LBPT Ltd; “the Trust”)
LONDON BUS MUSEUM LTD (LBML)
LONDON BUS PRESERVATION & REPAIR LTD (LBP&R LTD)

PRIVACY NOTICE

WHO WE ARE

The London Bus Preservation Trust Ltd (registered in England & Wales as company no. 1061762) is a Registered Charity No. 1053383 which owns and operates the London Bus Museum at Brooklands, Surrey.

London Bus Museum Ltd (registered in England & Wales as company no. 5903873) is a wholly-owned subsidiary of LBPT Ltd, which operates as the trading company for the charity according to charity law.

London Bus Preservation & Repair Ltd (registered in England & Wales as company no. 7147492) is a wholly-owned subsidiary of LBPT Ltd, which undertakes commercial services to organisations which are separate from the Trust.

WHAT PERSONAL DATA MEANS

Personal data is anything written, printed or electronic, by which an individual can be identified, whether on its own or in conjunction with additional information from elsewhere. Examples include name, e-mail and/or postal addresses, telephone number(s), and bank and/or payment-card details. LBPT Ltd and its subsidiaries only keep data necessary to provide a service to users, and to meet legal requirements.

LAWFUL BASIS FOR PROCESSING YOUR DATA

1. MEMBERSHIP DATA

The London Bus Preservation Trust Ltd is run by a Board of Trustees; membership of the Trust is open to the public according to the rules set out in the Memorandum and Articles of Association. Members are entitled to the benefits described in the application literature, and the Trust will use personal data provided in order to provide these benefits to members. The keeping and use of these data is a “**legitimate interest**” of the Trust under GDPR, so consent is not required from members as it is deemed to have been given by your application for membership.

2. CUSTOMER & SUPPLIER DATA

LBML and LBP&R Ltd are run by Boards of Directors which are separate from the Trust and from each other, but which may have individual Directors in common. For customers and

suppliers, where you are not members of the Trust, to keep and use personal data under GDPR we must obtain your **“consent”** or there must be a **“contract”** between us. Personal data provided by suppliers and customers will be used as appropriate and necessary to provide the payments, goods or services for which the data has been given. Your data are not shared with any other company or person other than our third-party e-mail or banking providers to enable us to meet your requirements, or as may be required by law.

3. LEGAL OBLIGATION

For any purposes connected with Health & Safety, HMRC, Company, Charity or Transport Law, the keeping and use of some personal data is a **“legal obligation”** under GDPR, i.e. it must be kept and rendered to the appropriate authorities as required.

HOW WE COLLECT YOUR DATA

Members’ data is collected initially through the membership application form. Additional data may be supplied by individuals orally, in writing or electronically following legitimate requests for information from the Trust or its associated companies as required by legislation or to enable the provision of goods or services or for individuals’ well-being.

Cookies

Cookies are small files which are placed on your computer's hard drive when you visit our website. Cookies help you to navigate the website and they analyse web traffic, e.g. the pages you visit.

Overall, cookies help us to provide you with a better website, by enabling us to monitor which pages visitors find useful and which they do not. A cookie does not give us access to your computer nor does it identify you or give us any personal information about you.

Most web browsers automatically accept cookies by default, but you can modify your browser settings either to decline cookies or to delete them as soon as your browser is closed.

HOW WE KEEP AND SAFEGUARD YOUR DATA

Your data will be held securely (as either hard copy in locked cabinets or electronically on secure servers) and will not be passed to third parties without your written permission (except to data-handling, e-mail and posting services, cloud providers, and financial processors, from all of whom assurances regarding security have been received, and who may operate within or beyond the limits of the EU) unless to do so is required by law. We do not sell, give or transfer personal data to any organisations for any purpose except as described in this paragraph.

WHAT DATA DO WE KEEP AND WHAT DO WE USE IT FOR?

To provide services to our members, such as details of events, joining instructions for trips, magazines, notice of General Meetings, availability of merchandise, sale of goods and collection of membership and entry fees, we keep names, e-mail and/or postal addresses, telephone number(s), and bank and/or payment-card details.

For some specialist activities of the Trust, it is necessary for us to request and keep details of qualifications and medical history in order to meet the requirements of Transport Law; for other activities, information about qualifications and training, for purposes of Health & Safety; and in some cases, as part of our duty of care to our volunteers, details of next of kin.

Companies House, the Charity Commission and the Traffic Commissioner must be provided with some or all of the names, addresses, telephone numbers, dates of birth and occupation of Trustees (for Charities), Directors (for Companies), Transport & Engineering Managers for the Traffic Commissioner and the Company Secretary for all three.

HOW LONG DO WE KEEP DATA?

We recognise that the personal data you give us are private and valuable. For these reasons, data will be kept only for the likely period of its usefulness, though certain records may have to be kept for statutory periods, and others if there is reason to suppose they could become part of legal proceedings.

If you are a member, we would normally remove your personal data when you or we terminate your membership according to the Trust's articles. Personal data kept by LBML and LBP&R will normally be kept for a reasonable time (up to one year on a rolling basis) after which it will be deemed that there is no further likelihood of a business relationship.

YOUR RIGHTS TO CONTROL YOUR DATA

You have the right, free of charge (except in circumstances allowed by the General Data Protection Regulation 2018), to request the data held about you; to update or correct your data; to remove your data (except as described in the previous paragraph); or to request us at any time to stop contacting you. An individual always has the right to object to processing for the purposes of direct marketing, whatever lawful basis applies.

In any of these cases, write to us at London Bus Museum, Cobham Hall, Brooklands Road, Weybridge KT13 0QS or by e-mail through our website www.londonbusmuseum.com (follow "About Us", then "Contacting the museum & officers" and finally "Enquiries").

HOW TO MAKE A COMPLAINT

If you have a complaint about our use of your data, please contact us in the first instance. If we are unable to resolve the problem, you have the right of complaint to the Information Commissioner's Office (ICO) via their website or on 0303 123 1113.

CHANGES TO THIS PRIVACY NOTICE

This Privacy Notice was published in May 2018. It will be reviewed at least annually.

The London Bus Preservation Trust Ltd



Museum postal address: London Bus Museum, Cobham Hall, Brooklands Road, WEYBRIDGE KT13 0QS
Telephone 01932 837994 Website: www.londonbusmuseum.com

Registered Office: Cobham Hall, Brooklands Road, Weybridge KT13 0QS
Registered Charity No. 1053383 Registered Company No. 1061762 Accredited Museum No. 1633

