

Background

In the UK, data protection law is currently covered under the Data Protection Act 1998 (DPA 1998). A new EU data protection law called The General Data Protection Regulation (GDPR) is directly applicable in its entirety in all Member States of the European Union as from 25 May 2018. This new law was deemed necessary to take into account technology changes over the last 20 years and to harmonise data protection law across Europe.

Our legal responsibilities

We, the Institution of Railway Signal Engineers (IRSE) and IRSE Enterprises (each with its registered address at 4th floor, 1 Birdcage Walk, London SW1H 9JJ), handle personal information in compliance with the Data Protection Act 1998 and, from 25 May 2018 in compliance with the General Data Protection Regulation (GDPR).

For the purposes of GDPR, the IRSE and IRSE Enterprises are designated as a "data controller" in respect of personal information about you that we hold.

The personal information we hold

We hold your personal information in order to provide service(s) to:

- IRSE members
- IRSE licence holders
- employees
- customers and clients
- suppliers and service providers
- industry partners

The information we hold about you may include:

- personal details
- financial details
- employment and education details
- goods and services provided

We obtain this information from yourself, or in some cases (such as IRSE Licensing)

from your employer or from Licensing Scheme Assessing Agencies.

In the case of IRSE members and IRSE Licence holders we will collect and use your personal information only to the extent that it is necessary for our legitimate business of providing you (and, in the case of Licensing, rail industry companies) with the services we offer.

Our legitimate business interests include fulfilling our role as a professional engineering institution and as the managing organisation of the IRSE Licensing Scheme.

We will not use your data for our legitimate business interests if they are overridden by your rights or freedoms.

You do not have to provide the information we request from you, but there may be a delay in the provision of our service to you, or we may not be able to provide the service at all, if the information is not provided.

For purposes other than providing member and Licensing services, we will generally collect and use your personal data only if you have given us your consent to do so.

In situations where we are processing your data on the basis of consent, you can withdraw your consent at any time by contacting our Chief Executive Officer (details below). The withdrawal of consent will not affect the processing of personal data carried out before consent was withdrawn.

Sharing the information we hold

From time to time, we may need to share your information with other (non-IRSE) organisations. Where this is necessary, we are required to comply with all aspects of the DPA 1998 and, from 25 May 2018, the GDPR.

The organisations with which we may need to share some of your information include:

- the UK Engineering Council (for engineering registration purposes)
- Assessing Agencies (for IRSE Licensing purposes)
- Rail industry companies (for IRSE Licensing purposes)
- Our publishers and distributors, for the purposes of sending you documents such as IRSE News
- Financial organisations such as WorldPay and SagePay (for the purposes of performing financial transactions involving you)

In addition, your personal information may be held on systems provided by non-IRSE organisations on behalf of the IRSE (for instance cloud-based systems).

We do not allow any of these organisations to use your personal information for any purposes other than those connected with the legitimate business of the IRSE.

We will not share your personal information with other (non-IRSE) organisations for marketing purposes unless we have your consent to do so.

Retention of data

A key principle of the DPA 1998 and the GDPR is that the personal data we hold shall be adequate, relevant and limited to that which is necessary for the purposes for which it was originally collected. Our policy is for information to be kept only for as long as necessary, and then disposed of in a managed and secure way.

Transferring data outside the UK

Our core systems, data and administration services are located within UK.

It may sometimes be necessary to transfer personal information outside the UK for IRSE purposes (for instance, for international IRSE events or for Local Sections). All transfers made will be in compliance with the GDPR.

Your rights

You have a number of rights under the GDPR. These include the right to:

- see the information we hold about you;
- request personal data to be amended if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued use
- block or restrict the processing of your personal data
- object to the processing of your data
- receive your personal data (in a structured, commonly used and machine-readable format) for you to transfer your data to another service provider

If you wish to exercise any of your rights, or have concerns about the processing of your personal data, or wish to raise any issues in relation to data protection, including the use of it by Institution of Railway Signal Engineers and IRSE Enterprises, please contact the Chief Executive Officer at the IRSE:

Chief Executive Officer
 IRSE, 4th Floor, 1 Birdcage Walk,
 London SW1H 9JJ,
 United Kingdom

Tel: +44 (0)20 7808 1180
 Email: hq@irse.org (subject line "Data Protection Query")

If you are not satisfied with how your personal information is being handled, you also have the right to make a complaint to the UK Information Commissioner's Office, an independent body set up to uphold information rights, which will investigate your complaint.