



**YOUR
PRIVACY**



NATIONAL TRACTION ENGINE TRUST AND STEAM APPRENTICE CLUB

YOUR PRIVACY

Hello! We're the Steam Apprentice Club, part of the National Traction Engine Trust (NTET). The NTET is the organisation responsible for looking after your personal information. This means we decide how and why it is used and must make sure it is kept safe. This page explains how we look after your personal information.

What information do we collect?

- Your name and contact details (and your parent/carer's).
- Your date of birth (so we know you're the right age for SAC).
- Your emergency contact and medical details (to keep you safe at events).
- Photos or videos (if you and your parent/carer say yes).
- Records if we're worried that you or another child might not be safe

Why do we collect it?

- To run SAC and let you join in our activities.
- To keep you safe at events.
- To share news and updates with you and your family.
- To use photos/videos in our magazines, website or social media (only if you gave permission).
- To meet our legal duties to protect children.

How do we keep it safe?

- Paper records are locked away.
- Computers are password protected and secure.
- Only people who need to see your information are allowed to look at it.

How long do we keep it?

- Membership details: while you're a member and for up to six years afterwards.
- Child protection records: until at least your 25th birthday (to meet the law).
- Photos/videos: until you or your parent/carer ask us to stop, or until we no longer need them.
- Medical/emergency details for events: this information is normally deleted after the event. If there's an accident or safeguarding concern, we may have to keep it longer.

Who do we share it with?

- Your parent/carer.
- Event organisers and first aiders (for safety).
- Safeguarding professionals (like social workers or police) if we are worried about your safety.
- We never sell your information to anyone.

What are your rights?

- You can ask us to see your information.
- You can ask us to fix something that's wrong.
- You can ask us to delete information if it's no longer needed.
- You can say no to photos/videos at any time.
- Sometimes we might need to keep information for legal reasons, even if you ask us to delete it.

Who can you talk to?

- Your parent or carer (they can help you contact us).
- NTET Compliance Officer: compliance@ntet.co.uk
- NTET Safeguarding Lead: [insert email/phone]

If you or your parent/carer think we've handled your information unfairly, you can complain to the Information Commissioner's Office (ICO).

Remember

We use your information to help you enjoy SAC safely.

We keep it secure, share it only when needed, and never for profit.

National Traction Engine Trust (NTET)

Steam Apprentice Club (SAC) – Privacy Notice for Parents and Carers

This notice explains how the NTET (registered charity no. 291578) collects, uses, stores and protects the personal data of children and families involved in the Steam Apprentice Club (SAC).

1. Who we are

- 1.1. The NTET is the UK's national charity dedicated to preserving traction engines and steam heritage.
- 1.2. The Steam Apprentice Club (SAC) is the junior division of the NTET, open to children and young people under 21.

2. What information we collect

We may collect and process the following information about your child and family:

- Child's personal details: name, date of birth, contact details.
- Parent/carers details: name, contact details, emergency contacts.
- Medical and accessibility information: to keep children safe at events.
- Membership information: applications, renewals, payments (processed securely).
- Photographs and video recordings: with parental consent.
- Child protection/safeguarding records: where a concern is raised.

3. Why we collect it (our purposes)

We use this information to:

- Manage SAC membership and activities.
- Communicate with you and your child about events, activities and opportunities.
- Ensure the safety and welfare of all children and young people.
- Meet our safeguarding and legal obligations.
- Promote SAC and NTET activities (with your consent for photos/videos).

4. Lawful bases for processing

We process personal data under the UK GDPR and Data Protection Act 2018 using the following lawful bases:

- Contract: managing SAC membership and delivering services.
- Legal obligation: safeguarding duties, child protection, health and safety, financial reporting.

- Vital interests: protecting children in emergencies.
- Consent: photographs, videos, and some marketing communications. Consent can be withdrawn at any time.
- Legitimate interests: running and improving SAC, where these interests do not override children's rights.

5. How long we keep information

- Membership and contact details: while the child is a member and up to 2 years after leaving.
- Child protection/safeguarding records: until the child's 25th birthday (England, Wales and Scotland) or 30th birthday (Northern Ireland), unless longer retention is required.
- Medical/emergency details: kept only for the duration of the event, unless an incident occurs.
- Photographs/videos: retained for up to 2 years or until consent is withdrawn.
- Volunteer/staff safeguarding concerns: until retirement age or 10 years after involvement ends, whichever is longer

6. How we store and protect information

- Paper records are kept in locked storage.
- Electronic records are password-protected and stored on secure systems with anti-virus protection.
- Access is limited to authorised NTET officers, safeguarding leads and event organisers on a need-to-know basis.
- We do not transfer data outside the UK unless adequate protections are in place. Some of our service providers may process information outside the UK. Where this happens, appropriate safeguards required by UK data protection law are in place.

7. Who we share information with

We only share information when necessary:

- With event organisers, stewards or medical staff for health and safety purposes.
- With statutory agencies (e.g. police, social services, local authority safeguarding teams) where safeguarding concerns arise.
- With suppliers processing data on our behalf (e.g. secure membership systems, email platforms), under data processing agreements.
- We will never sell your child's data.

8. Your rights and your child's rights

You and your child have the following rights under UK data protection law:

- To be informed about how data is used (this notice).
- To access your child's data.
- To rectify inaccuracies.
- To request erasure (where data is no longer needed or processed on consent).
- To restrict or object to certain types of processing.
- To withdraw consent for photos/videos or marketing at any time.

Children may exercise these rights on their own behalf if they are considered mature enough to understand their rights.

9. Contact us

For any questions about this notice or to exercise your rights:

- NTET Compliance Officer: compliance@ntet.co.uk
- NTET Safeguarding Lead: [insert contact details]
- Postal address: [insert NTET address]

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe your data rights have been breached: www.ico.org.uk

10. Review

This notice will be reviewed regularly and updated where necessary.