

Privacy Notice.

About Us.

1. Denver Light Railway Ltd is a family run small miniature railway engineering business. We focus on 31/2" – 15" gauges, and our services range from new build, restoration, servicing, fabrication, installation, transportation and supply of custom parts/materials all in relation to locomotives and infrastructure.

Collection of data and usage.

2. Denver Light Railway Ltd receives certain data at the first point of contact depending on how we receive this contact and that can either be;
 - a. Using email we will receive – name and email address,
 - b. Using telephone we will receive – name and telephone number,
 - c. Using postal communication we will receive – name and postal address,
 - d. Curriculum Vitae.
3. Depending on the request at first point of contact we may require additional data;
 - a. Email address – for sending correspondence, estimates, invoices, documentation, certification and/or employment/subcontractor communication under contract and legitimate interests,
 - b. Telephone number – if individual wishes verbal communication under contract,
 - c. Postal address – if email unavailable for sending correspondence, estimates, invoices, documentation, certification, parcels, transportation requirements and or successful employment/subcontractor communication under contract, legitimate interests and legal obligation (HMRC),
 - d. Locomotive identification – generate estimate on request and referencing, invoice referencing, documentation and/or certification under contract and legitimate interests,
 - e. Boiler identification - generate estimate on request and referencing, invoice referencing, documentation and/or certification under contract, legitimate interests and legal obligations (HSE PSSR2000),
 - f. Railway name – label estimate, label invoice, documentation and/or certification under contract and legitimate interests,
 - g. Railway location – generate estimate on request and/or transportation requirements under contract and legitimate interests,
 - h. Photographs – generate estimate on request and/or transportation requirements under legitimate interests,
 - i. Bank details – successful employment/subcontractor under contract and legal obligation (HMRC PAYE/NIC),

- j. National Insurance number – successful employment for Payroll under contract and legal obligation (HMRC PAYE/NIC),
 - k. Pension – successful employment under contract and legal obligation (HMRC),
 - l. Official documentation/certification – generate estimate on request, carry out contract, successful employment under contract, legitimate interest and legal obligation (HMRC and HSE PSSR2000).
4. This data collected in point 2. and point 3. will be collected using either email, telephone or letter by either the Office Administrator or the Director of Denver Light Railway Ltd.
 5. CCTV is in 24hour operation on the site of Denver Light Railway Ltd, this is recorded digitally and for the sole purpose to protect Denver Light Railway Ltd and Individuals under legitimate interests.
 6. Data collected under point 2. point 3. and point 5. will NOT be given to any third party organisation/individual outside of Denver Light Railway Ltd EXCEPT official documentation, certification or CCTV under legitimate interest and legal obligation.
 7. Data will NOT be obtained from any third party organisations/individual outside of Denver Light Railway Ltd EXCEPT official documentation and/or certification under legitimate interest and legal obligation.
 8. The website is hosted by a third party organisation called ‘Websites by Lime’ and when using the website no data is retained by the host or Denver Light Railway Ltd.
 9. The website has a contact us page which will generate an email message to Denver Light Railway Ltd, we will retain data as detailed in point 2.a. however the host third party organisation will NOT receive this data.

Processing, Storage and Security.

10. The Office Administrator and/or Director of Denver Light Railway Ltd will need to process using digital and paper methods, involving the data collected in point 2. and point 3. for the purposes of;
 - a. Correspondence;
 - i. in the interest initially shown by an individual under contract,
 - ii. in the interest of Denver Light Railway Ltd under legitimate interests or legal obligation (HMRC, Payroll).
 - b. Estimates – in the interest initially shown by an individual under contract,
 - c. Invoices;
 - i. in the interest of the individual under contract,
 - ii. in the interest of Denver Light Railway Ltd under legitimate interests or legal obligation (HMRC, Accounting)
 - d. Documentation;
 - i. in the interest shown by an individual under contract,
 - ii. in the interest of Denver Light Railway Ltd under legitimate interests or legal obligation (HMRC, Accounting, Payroll).
 - e. Certification;
 - i. in the interest shown by an individual under contract,
 - ii. in the interest of Denver Light Railway Ltd under legitimate interests or legal obligation (HSE PSSR2000).

- f. Payroll
 - i. in the initial and subsequent interest shown by an individual in employment/subcontractor under contract,
 - ii. in the interest of Denver Light Railway Ltd under legal obligation (HMRC PAYE/NIC, Accounting).
- g. Photographs;
 - i. in the initial and subsequent interest shown by the individual under contract,
 - ii. in the interest of Denver Light Railway Ltd under legitimate interests,
- 11. Data collected in point 2. and point 3. then processed as outlined in point 6. will be stored in digital and/or paper format as appropriate for our office requirements.
- 12. Data created from the processing outlined in point 6. from the data collected in point 2. and point 3. will not be given to any third party organisation/individual EXCEPT official documentation, certification and Payroll under legal obligation by (HSE PSSR200 and HMRC PAYE/NIC, Pension, Accounting).
- 13. Processing of this data will be conducted;
 - a. Primarily on site of Denver Light Railway Ltd,
 - b. Rarely on site of individual requesting work,
 - c. Rarely at the home of Office Administrator or Director of Denver Light Railway Ltd.
- 14. All data stored in digital or paper format is stored on the site of Denver Light Railway Ltd and is under security measures of
 - a. Digital - computer encryption and password protected,
 - b. Paper – locked filing cabinet, desk drawers and locked office,
 - c. Rarely when accessed offsite kept in locked car, briefcase or encrypted and password protected cloud system.
- 15. CCTV will NOT be processed in any manner EXCEPT in legal matters under legal obligation.
- 16. CCTV is stored digitally on the site of Denver Light Railway Ltd using an independent security camera system with hard drive storage using password protected security and stored in locked office.

Retention periods.

- 17. The data collected in point 2. and point 3. or generated in processed in point 6. Will be retained for a period as appropriate;
 - a. Individual enquiry email/telephone/postal;
 - i. six months then removed if not contracted,
 - ii. if contracted then discretion of Director of Denver Light Railway Ltd under legal interests,
 - b. Individual estimate;
 - i. six months then individual data removed in not contracted,
 - ii. if contracted then discretion of Director of Denver Light Railway Ltd under legitimate interests,
 - iii. all estimates will remain without personal data under legitimate interests,
 - c. Invoicing;
 - i. twenty-four months after last active job concluded invoices containing personal data will be deleted in all formats,

- ii. invoices will remain without personal data under legitimate interest,
- d. Documentation – discretion of Director of Denver Light Railway Ltd,
- e. Official documentation – indefinitely/or timescale dictated by legal requirements (HSE PSSR2000 and HMRC) under legal obligation,
- f. Official certification – indefinitely/or timescale dictated by legal requirements (HSE PSSR2000 and HMRC) under legal obligation,
- g. Photographs;
 - i. Obtained in point 3.h. will be subject to point 17.a.i.,
 - ii. If processed in point 10.g. will be subject to point 17.a.ii.,
- h. CCTV;
 - i. approximately stored 15-29 days dependant on site activity then automatic deletion in overriding with new data occurs,
 - ii. additional retention time will be undertaken and dictated in legal matters under legal obligation (Police, Legal Services).

Your rights.

18. You the individual have rights to your data held by Denver Light Railway Ltd as detailed;
 - a. Right to be INFORMED – this is done with this privacy notice document,
 - b. Right to ACCESS – all of your personal data, including any from a third party organisation/individual we collected, upon request can be viewed in a format of your choosing,
 - c. Right to RECTIFICATION;
 - i. if you become aware of inaccuracies in the data and wish it to be amended to be accurate.
 - ii. if Denver Light Railway Ltd identify an inaccuracy the individual will be informed of the amendment,
 - d. Right to ERASURE – upon a reasonable request all individual data may be erased from the entirety of Denver Light Railway Ltd storage,
 - e. Right to RESTRICT – all data held on individual will be kept in storage any processing stopped until further instruction given by individual,
 - f. Right to OBJECT – any data to be processed and will be kept in storage.
19. An EXEMPTION to your rights will be official documentation and certification issued by Denver Light Railway Ltd or obtained from third party organisations/individuals this will be kept under legal obligations, legitimate interest and extreme circumstances vital interest.
20. Additional EXEMPTION to your rights will be any data or CCTV that is involved with legal matters under legal obligation (Police, Legal services).

If you have any queries or concerns in regards to this document or your data please contact Office Administrator on the contact details at the beginning of this document.

Should you be dissatisfied with our conduct during a period where you are exercising your rights you may make a formal complaint to the Information Commissioner's Office.

Any amendments to this document will be made when necessary and we shall update the website copy and any new or current contracted individuals will be presented with the updated document.