

The Access Disputes Committee's Privacy Policy for disputes matters

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Our contact details

Committee Secretary
Access Disputes Committee
Floor One, Mimet House
5a Praed Street
London
W2 1NJ

020 8050 3657

secretary@accessdisputesrail.org

The type of personal information we collect

We currently collect and process the following information:

Personal identifiers, contacts and characteristics (for example, name and contact details) as submitted to the Committee by rail companies during any of the disputes resolution processes outlined in the (relevant copy of the) Access Dispute Resolution Rules.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you, or your employer's representative, or an industry representative, for one of the following reasons:

1. As part of a formal submission process outlined in the (relevant copy of the) Access Dispute Resolution Rules. An example of this would be someone's name and company email address included as part of a supporting appendix to their company's TTP Sole Reference Document, in order to demonstrate what email exchanges have taken place between the dispute parties;
2. Individual business contact details, passed to us on request by your work colleagues, in order to gain updates on outstanding dispute issues.

We use the information that you have given us in order to comply with the roles and responsibilities we have under the (relevant copy of the) Access Dispute Resolution Rules.

We may share this information with ADC Hearing Chairs and Panel members, in order to comply with the (relevant) Access Dispute Resolution Rule requirement that Hearing Chairs and Panel members read all evidence submitted as part of a dispute.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored, both electronically (locked and password protected) and in paper format (in locked cabinets, in a secure location). The Committee will keep all documents relating to disputes raised under the (relevant) Access Dispute Resolution Rules until such a time as it is no longer required to hold the archive for those disputes. If you have any questions about this please contact the Secretary directly.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

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W2 1NJ

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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>