



## Tayforth Universities Officer Training Corps Regimental Association

E-Mail: [tayforthregimentalassociation@hotmail.com](mailto:tayforthregimentalassociation@hotmail.com)



# Tayforth UOTC Regimental Association Privacy Statement

As at 16 Jul 18

## OUR PRIVACY POLICY

The Tayforth Universities Officer Training Corps Regimental Association, hereafter "the Regimental Association", is committed to protecting your privacy. The Regimental Association will be a controller of the personal information you provide to us, unless otherwise stated.

The latest version of this Privacy Statement shall always be available on request from the Honorary Secretary, or online by visiting [www.tayforthregimentalassociation.yolasite.com](http://www.tayforthregimentalassociation.yolasite.com).

When you contact us or visit our website or Social Media sites, your personal information is stored securely and processed fairly as required by the Data Protection Act 2018.

This Privacy Statement explains the following

- What information may be collected about you
- How we will use your information and ensure this is not shared with any other organisation
- How long your information may be held by us
- Your choices regarding the personal information you provide to us

## CHANGES TO OUR PRIVACY STATEMENT

We may update our privacy policy from time to time, so you may want to check for the latest version before providing any new or updated personal data to us.

## WHAT PERSONAL DATA WE COLLECT

When you register as a Member of the Regimental Association, we will ask you for the following personal data:

- Your title or rank, name (including previous surname where applicable)
- Present Unit (if applicable)
- Address, email address and telephone number
- Former / current UOTC Sub-Unit
- Years of UOTC service and rank / appointment

## HOW WE COLLECT INFORMATION

We collect personal information when you

- Send a "Contact Us" form through the Regimental Association website
- Interact with us on any of Social Media forums
- Complete a printed form or questionnaire
- Contact us by phone, post or email
- From Bank Information or Cheque payments to match against Membership data

## WHAT WE DO WITH THIS INFORMATION

We need to collect your personal data so that we can manage your membership.

We will use the personal information you provide to send you membership communications by email or post in relation to membership services, including but not limited to membership renewals.

Contact may also include membership benefits, including details of social events and general meetings.

We will also share specific information you tell us we can share with other Members of the Regimental Association for example through the annually published Members List.

Where you have requested attendance at an event, we will share your information with the event organisers.

### **WHO WILL HAVE ACCESS TO YOUR INFORMATION**

We will not share your information with other organisations, unless we are required to do so by law. If you agree, we will share specific information you choose with other Members of the Regimental Association.

Only Committee Members will have access to your full information.

### **HOW WILL WE PROTECT YOUR INFORMATION**

Your personal information is stored electronically and is password protected. Hard copies of Membership Application Forms are retained, and are retained exclusively by the Membership Secretary.

### **HOW LONG DO WE KEEP YOUR INFORMATION?**

Your information will be held by us for as long as you are a Member of the Regimental Association.

If you inform us that you wish to leave the Regimental Association, your personal data will be kept for no more than 3 years on a list of Recent Members but will not be shared or published anywhere.

If for any other reason you become listed as a former member, your personal data will be kept for no more than 3 years unless we receive your or your families consent for us to retain this information for posterity. Otherwise, the period of 3 years shall start on the last day of the last year in which you were a fully paid Member.

At the end of each relevant period, we will remove your personal data and destroy it securely.

### **CAN I REMOVE THE INFORMATION HELD BY YOU?**

Your title and name are required to manage your Membership. You can request that we delete any other single piece of personal data we hold on you at any time.

You can request that we remove any single piece of personal data from the publicised Membership List at any time. We will retain this information for internal reference purposes only unless you request that we delete it (as described above).

### **WILL I BE CONTACTED BY THE REGIMENTAL ASSOCIATION FOR MARKETING PURPOSES?**

We will only contact or send information about the Tayforth UOTC and Tayforth UOTC Regimental Association.

### **WILL THE INFORMATION BE USED TO MAKE AUTOMATED DECISIONS THAT AFFECT ME?**

No.

### **ADVICE FOR PARENTS AND YOUNG PEOPLE**

Some young people may be interested in joining the Regimental Association. The privacy and security of their personal data is very important to us.



We encourage all parents to supervise their children's use of the internet and for young people to always seek permission from a parent/guardian before entering any personal data in any website.

We will not process or store personal data about children under 16 years of age.

We ask everyone under 18 years to confirm that they have spoken to a parent/guardian about their interest in the Regimental Association and obtained their permission before registering or applying to join the Regimental Association.

### **HOW TO CONFIRM EXACTLY WHAT INFORMATION WE HOLD ABOUT YOU?**

You can request a report detailing all the information we hold about you by writing to the address below.

### **WHAT TO DO IF YOU DON'T WANT US TO CONTACT YOU IN THE FUTURE**

Write to the address below asking us not to contact you again.

### **WHAT TO DO IF YOU WANT US TO REMOVE OR UPDATE YOUR DETAILS FROM OUR RECORDS**

Write to the address below asking us to delete your details from our records.

You need to tell us which pieces of personal data you want us to permanently delete, or remove from the Membership List (as detailed above). If this isn't clear, we will remove all your personal data from the Membership List, but retain your data for internal reference.

Further advice on the "right to prevent processing" is provided on the Information Commission's website. [http://www.ico.org.uk/for\\_organisations/data\\_protection/the\\_guide/principle\\_6/damage\\_or\\_distress](http://www.ico.org.uk/for_organisations/data_protection/the_guide/principle_6/damage_or_distress)

If you believe any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.

### **DATA PROTECTION**

More information about the Data Protection Act 2018 and your rights can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

### **FREEDOM OF INFORMATION**

More information about the Freedom of Information Act 2000 can be found on the [gov.uk](http://gov.uk) website (<https://www.gov.uk/make-a-freedom-of-information-request>).

### **CONTACTING THE REGIMENTAL ASSOCIATION ABOUT PERSONAL INFORMATION**

If you have any questions about this Privacy Statement or the information we hold about you, please write to:

Honorary Secretary  
Flat 3, Leading Edge  
80 Hotwell Road  
Bristol  
BS8 4UJ

Email: [tayforthregimentalassociation@hotmail.com](mailto:tayforthregimentalassociation@hotmail.com)

