



WRAC DINNER CLUB

DATA PRIVACY STATEMENT

INTRODUCTION

The Women's Royal Army Corps Dinner Club is committed to maintaining the trust and confidence of our members.

Personal data relates to information about a living individual who can be identified from that information. From 25 May 2018 the processing of data protection is governed by the General Data Protection Regulation (GDPR). The WRAC Dinner Club (DC) has updated its Constitution to include Data Protection and this Privacy Statement in line with these regulations. The Data Protection and this Privacy Statement only applies to the WRAC Dinner Club. DC is not registered under the Information Commissioners Officer (ICO) as it is not required to be, but the committee feel that it is best practice to observe the guidance given by the ICO to ensure any data is protected efficiently and as safely as possible.

This Privacy Statement explains more about what data the WRAC Dinner Club holds, why and how we hold it, how you can access the data we hold on you and how you can get data amended or deleted.

We hold your data in order:

- To run an efficient and effective Membership organisation that supports women who served, and are still serving, by encouraging comradeship and esprit de corps.
- To edit and distribute the Members Dinner Club Newsletter twice a year.

The legal basis upon which the organisation holds data is in order to carry out its 'legitimate business activities'.

The use of 'cookies'

The WRAC Dinner Club may use Google Analytics to collect information on use of its website by visitors eg; pages accessed and files downloaded. This helps us determine how many people use our website. This information does not identify anyone or where they live.

How we contact you

Upon becoming a WRAC Dinner Club Member, and paying your subscription, you give us your contact details, so we (WRAC Dinner Club) can contact you with news of our Gala Dinner. We will also ask you to confirm your preferred method(s) of contact we can use either email or telephone.

Sharing Data

We do **NOT** share or sell Members data with/to any outside organisation and/or individual(s).

Data Storage

All data is stored on encrypted IT packages. Hard copy data is transferred to the computerised system and destroyed after 30 days.

Data is kept for as long as Membership is up to date (ie; subscriptions are current). If your membership lapses your data will be removed from the active list and held on a sleepers list. You will not receive any further newsletters. Your data will be removed from the sleepers list if subscriptions are not renewed within six months.

If you renew your subscription, and thereby Membership, within this time your record will be transferred back to 'active',

Access to your personal data

All data we hold for you will be as supplied by you. The WRAC Dinner Club will not undertake any research in connection with your own data. However, you have the right to request.

- a copy of your personal data which WRAC Dinner Club holds about you
- that WRAC Dinner Club corrects any personal data if it is found to be inaccurate or out of date
- that your personal data is deleted where it is no longer necessary for WRAC Dinner Club to retain such data
- withdraw your consent to WRAC Dinner Club processing your data at any time

As such, requests must be made in writing (by hard copy letter or email) to WRAC Dinner Club, wracdcommittee@btinternet.com. All such amendments will be made as soon as possible, and withing one month at the latest.

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