



BSAP REGIMENTAL ASSOCIATION UNITED KINGDOM BRANCH

Processing & Privacy Notice

This notice is issued in terms of the EU General Data Protection Regulations (GDPR) 2018

1. The Data Controller is the Executive Committee of the BSAP Regimental Association United Kingdom Branch, and all enquiries are via the Honorary Secretary BSAP Regimental Association UK, (Rowan Tree Cottage, Lochton, Coldstream TD12 4NH or hon.sec@bsapuk.org.)
2. It is a legitimate activity that we collect personal information data about individuals who are members of the BSAPRA UK, their partners and/or next-of-kin, in order to properly administer the Association and regulate and organise its activities in terms of the Constitution and By-laws.
3. a) We obtain personal information from our direct contacts with you, membership application forms and trading records.

b) Such personal information may also include your name and photograph which could appear from time to time in the BSAP Association Outpost magazines, Newsflashes, Websites, closed BSAP Facebook pages or other internal media and/or publications.
4. We have a legitimate interest in keeping and processing the data to maintain a database to provide information requested and operate and administer the BSAP Association and its activities.
5. The processing is undertaken within the executive committee and only used for the purposes of administering the BSAP Association and fulfilling the objectives and obligations under its Constitution and By-laws.
6. You have the right to know the information we hold about you upon receipt of a written request via the Honorary Secretary. We may make further enquiries to confirm that any such request is from you. We reserve the right to make a charge of £10 to supply such information.
7. We encourage you to update your Personal information promptly if it changes and we will correct any errors to which we are alerted.
8. You have the right to be removed from our data list(s), but removal will result in your membership of the Association being terminated because we will be unable to properly administer your membership account with the Branch.
9. We will remove your details on receipt of a written request via the Honorary Secretary and unless there is a legal requirement to keep that information, we will delete it from our records.
10. Except where you have asked for removal, **we will** keep data for as long as we have a relationship with you and no longer than 7 years thereafter unless there is a specific reason to retain it.
11. We will not share your data, except in terms of the Constitution, By-Laws or where there is a legal requirement for us to provide information, **we will** refer any enquiry asking for your personal information to you when it is requested.
12. We reserve the right to modify and/or remove sections of this notice at any time but will advise you accordingly.

Approved by the Exec Comm 18/ 09/20