



KIRKWALL ROYAL BRITISH LEGION DATA PRIVACY STATEMENT

WHAT IS PERSONAL DATA

Personal data includes your name, address, contact details and date of birth. It can also include details of your next of kin, who you work for and anything else someone could use to describe you as an individual. The processing of personal data is governed by the General Data Protection Regulation 2018.

TYPES OF DATA HELD

The social club holds the following data:

- Staff contact details
- P.A.Y.E. records
- Club membership details
- CCTV

WHO WILL CONTROL THE DATA

The Social Club Treasurer will manage staff contact details and P.A.Y.E. records.

The RBL Branch Treasurer will manage the Club membership and CCTV.

PRIVACY POLICY

Your personal data will be treated as strictly confidential and will only be shared with other Management officials of the Club.

HOW PERSONAL DATA IS PROCESSED

Your personal data is collected at the point of application to join the Royal British Legion and is used for the following purposes:

- To administer membership records.
- To manage employees.
- To provide a safe and secure environment.

RETENTION OF DATA

We keep data in accordance with the governing rules of the GDPR 2018. Data is stored on computer and password protected. Application forms, once processed, are contained in folders in a locked office and kept as a historical record of the Royal British Legion Membership.

YOUR RIGHTS REGARDING PERSONAL DATA

You have the right to:

- Request to see your personal data.
- Request to update your personal data.
- Request to delete your personal data if no longer a member.
- The right to lodge a complaint with the Information Commissioners Office (ICO).

CONTACT DETAILS

Club Treasurer at 01856 873297 / rblkirkwall@btconnect.com.

Information Commissioners Office: 03031231113 / ico.org.uk
ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.