



The Friends of The Royal Memorial Chapel

General Data Protection Regulation (GDPR)

Privacy Policy

The Data Protection Act 1998 will be replaced by The General Data Protection Regulation (GDPR) from May 2018. The Friends of The Royal Memorial Chapel is a Charity which is run as a Not For Profit organisation and as such is not required to register with the Information Commissioner's Office. However, it is still required to comply with the principles of the Regulation, which in summary are that personal data shall be:

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) Accurate and, where necessary, kept up to date;
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

- **Who is collecting the data?**
 - The data is collected by the Treasurer and the Membership Secretary who is the Data Controller
- **What data is being collected?**
 - Personal data collected are address, telephone and email contact details and any information relating to bank transfers and payments to the Charity.
- **Will the data be shared with any third parties?**
 - The data will be available to elected members of the charity's committee for administrative and financial transaction purposes. Address details will be shared with HMRC as part of the Gift Aid scheme. Personal information will not be shared with any other third party.
- **How will the information be used?**
 - The information will be used to manage financial transactions, provide termly newsletters and send invitations, tickets and membership information
- **How long will the data be stored for?**
 - The membership data will be stored as long as a member wishes to remain a Friend of The Royal Memorial Chapel, if this is no longer the case their personal data will be removed from the membership database as soon as the Membership Secretary is notified. There is a requirement to store historic donation records which may contain past members' records.
- **What rights does the data subject have?**
 - The Data Subject has the right to ask what personal data is held and for what purpose. A Subject Access Request can be made at any time to the Membership Secretary in writing. Any Subject Access Request will be subject to verification of the applicant's identity.
- **How can the data subject raise a complaint?**
 - Complaints can be raised in writing or email to the Membership Secretary

Contact details:

Friends Membership Secretary
c/o The Chaplains' Office
The Royal Memorial Chapel
The Royal Military Academy Sandhurst
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