



RHQ RA AND RA CHARITIES INFORMATION POLICY **PRIVACY NOTICE**

The Data Protection Act 1998 has been replaced by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This document outlines our legal responsibilities under GDPR and provides information about how the RA Charities will use (or "process") personal data about individuals

The principles of GDPR state that we should process your data: fairly; lawfully; in a transparent manner and: for specified and lawful purposes. We will ensure that the data we process is adequate, relevant and not excessive for the purpose or purposes for which it is held. We will not use the data we hold for any purpose other than that for which it was obtained unless we receive your consent. We will ensure that personal data is accurate and, where necessary, kept up-to-date.

How will we use your information when you give your data to RHQ RA and the RA Charities and Funds or you sign up to a membership or subscription?

This leaflet explains why we ask for your personal information, how we store and use it and with whom we may share it with and what your rights are. In order to meet their charitable objectives and to support members and beneficiaries, the RA charities need to process a range of personal data about individuals. Some of this activity will need to be carried out in order to fulfil legal duties or obligations.

Other uses of personal data will be made in accordance with the charities' legitimate interests, provided it does not involve special or sensitive types of data or information. We will only process special or sensitive personal data where your explicit consent has been obtained. We will also obtain your consent before contacting you directly regarding fundraising. We will use the information to contact you about charity and regimental events, process requests for welfare support and other related regimental activity. For those serving we will use the information to administer your Days Pay Giving and Adventurous Training Grant.

Why we ask for your personal information.

We want you to be part of our regimental family throughout your career and beyond. We want to be able to contact you about: regimental events and news; getting in touch with you should old friends be trying to contact you and; support you if you require welfare assistance. By consenting to us holding your information we can administer any Royal Artillery related memberships and subscriptions, and you can be informed about forthcoming Gunner events. If you would like us to hold your information for these purposes, please complete the attached form.

Who is your data shared with?

The data collected is shared within the RHQ RA and the organisations that fall under the Royal Artillery Charities and funds. These organisations are; The Royal Artillery Charitable Fund (210202), The Royal Artillery Institution (1122002), The Royal Artillery Association (238197), Royal Artillery Benevolent Fund (210202-19), Royal Artillery General Charitable Trust (275558). Kelly Holdsworth Trust (208359), Royal Artillery Historical Trust (284098) and Central Sergeants' Mess. All these organisations are there to support you and your dependants through your service and retirement and offer several events, publications and subscriptions that might be of interest. If you do subscribe to a publication, your address details are given to the publishers in order to send you the publication. We have a strict agreement with the publishers about how they must treat your information and it is only held there until the publication is distributed.

How we store your information.

The personal information you consent to give us is stored on our customer relationship management database. This database is used by members of the RA RHQ and Royal Artillery Charities. This is a fully managed system and there are procedures and policies in place in order to keep your information protected from misuse in accordance with GDPR.

How long we keep your information for.

Your information is kept in accordance with MOD retention policy. If you have a subscription and/or pay us money every year we will retain your data as long as you continue to subscribe. If you cancel your subscription, we will retain your data for 7 years. If you receive RACF welfare grants from us, we may hold your data indefinitely in order to retain a record of why that support was provided for accounting purposes and to inform any decision about future support, should it be requested. We will not use this data for any other purpose without your permission.

If you have consented for us to contact you about future events, then we will maintain your record until you withdraw consent.

Service Giving Scheme.

Being or having been part of the Service Giving Scheme entitles you to a host of support and financial grants. Regimental Funds support welfare/benevolence for serving and retired members of the Regiment, their relatives and dependants. It supports sport and adventurous training and other morale/efficiency activities. If you would like to join this scheme and support your regimental charity, please complete JPA E014.

Royal Artillery Charities

We aim to assist all serving and retired members of the Royal Regiment of Artillery and their dependants who are in need.

The **Royal Artillery Association (RAA)** exists to support serving and retired members of the Regiment and their dependants. It aims to foster comradeship within the Regimental family and promotes the charitable work of the Royal Artillery Charitable Fund (RACF). If you would like to join the RAA, please contact the RAA office on 01980 845233/845497.

The **Royal Artillery Charitable Fund** exists to provide welfare support to serving and retired members of the regiment and their families. It also supports military efficiency, through sports and adventure training grants.

The **Royal Artillery Institution (RAI)** fosters professional development amongst the serving and retired personnel of the Royal Regiment of Artillery and their close colleagues in Defence and Industry. The RAI also includes the Gunner publication and RA Journal.

Your rights.

You have the right to see the information that we hold on you at any time, by submitting a Subject Access Request (SAR), in writing, to the Data Protection Department on the contact details below. You may also request to have your details deleted from the database at any time, again by contacting the Data Protection Department in writing.

**Data Protection, RHQ RA, Royal Artillery House,
Royal Artillery Barracks, Larkhill,
Wiltshire, SP4 8QT**
rarhq-communications@artycen.ra.mod.uk

PLEASE RETURN ALL FORMS TO:

**Data Protection, RHQ RA, Royal Artillery Bks, Royal Artillery House, Larkhill,
Wiltshire, SP4 8QT**

RA RHQ AND RA CHARITIES DATABASE CONSENT FORM

Please complete this form in **Black or Blue Ink**

PERSONAL DETAILS

Title		Initials		Surname	
First Name				Former Surname	
Preferred Name				Date of Birth (dd mm yy)	
Spouse/Partner's Name				Post-nominals	

Note: Please include academic qualifications and professional memberships (i.e. MBE, BSc, MIET)

Address Line 1					
Town/City					
County				Post Code	
Country (if not UK)					
Email Address					
Telephone Number				Mobile Number	

SERVICE DETAILS

Service Number		Date of Joining (dd mm yy)	
Rank		Commission Type	

<p>The RHQ Royal Artillery database holds personal information in order for the Royal Artillery Charities & funds (RAC) and RHQ Royal Artillery (RHQ RA) to provide support for its serving and retired members and their dependants. Some of this data we process on the basis of Legitimate Interest as described in our privacy notice. We may use the information to contact you about the RAC and regimental events, process requests for welfare support and other related regimental activity including helping Gunners to keep in contact with old friends. For those serving we will also use the information to administer your Service Giving Scheme donations. The RAC data is shared between these related Gunner organisations in order to conduct its business. RHQ RA and the RAC are legally bound by the Data Protection Act to ensure that any data it holds on individuals is relevant, accurate and not excessive. Additionally, it must be fairly and lawfully processed, held for defined purposes, be accurate and up to date, not kept for longer than necessary, processed in line with your rights and must be secure. We will ensure that all data held on our database is treated in accordance with these principles. We will <u>not</u> sell or misuse any personal data and we do not intend to contact you too often; we merely need your formal agreement for us to use your data to establish routine correspondence, if required. You can withdraw your consent at any time by writing or emailing rarhq-communications@artycen.ra.mod.uk</p> <p>RHQ RA and the RAC may hold my personal data and process it in order to:</p>	Yes	No	
Events/Alanbrooke/News/Updates			
Contact me if any other fellow Gunner is trying to get in touch.			
Benevolence			
Process my subscriptions/Fundraising (Gunner/RACF/RAI/) Supporting the RAC Charities			
RAA Membership			
You can contact me via email			
You can contact me via telephone			
You can contact me via letter			
Signature		Date	