



WRAC Association Data Privacy Statement

July 2020

Introduction:

The Women's Royal Army Corps Association (WRAC Assoc.) is committed to maintaining the trust and confidence of our Members, volunteers, staff and visitors.

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 Assoc. has updated its Data Protection Policy and Privacy Statement in line with these regulations. The Data Protection Policy and this Privacy Statement only applies to the WRAC Association (national branch/head-office), as registered with the charity commission (206184) and Information Commissioner's Office (under registration reference ZA115848).

In line with the WRAC Association's charitable status, and for the purposes of GDPR, the 'Association' includes Headquarters and Area Co-ordinators; it does not include individual WRAC branches. Please be assured that we do **NOT** share your information with any third-party individual (including individual WRAC branches) or organisation.

This Privacy Statement explains more about what data we hold, 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" by encouraging "comradeship, esprit de corps, benevolence and preserving traditions" (ie friendship, community and support)
- To enable WRAC Association Area Co-ordinators to act as a vital link between Headquarters, individual Members and branches in order to encourage "comradeship, esprit de corps, benevolence and preserving traditions" and 'support of /for women who served / serve' (ie friendship, community and support)
- To edit and distribute the Members' *Lioness* magazine
- To update Members' on our own and associated organisations' news and activities
- To organise Members' events and to promote others' events to which Members are invited
- To administer our Members', volunteers and staff records so they can all be supported appropriately
- To manage our own finances and records, including Gift Aid processing

- To manage the ATS and WRAC Benevolence Fund – all information relating to beneficiaries is provided by approved case-worker organisations (eg Royal British Legion, SSAFA, Army Benevolent Fund); stored on a dedicated 'contact management system' that holds information in encrypted files and accessible by only two dedicated WRAC personnel.

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 Assoc. uses 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 and how popular various elements of it are so that we can improve the content we share. This information does not identify anyone or where they live.

How we contact you

Upon becoming a WRAC Assoc. Member, and paying your subscription, you give us your contact details, so we (the WRAC Association) can contact you with news, events, etc, in order that we can encourage "comradeship, esprit de corps, benevolence and preserving traditions" (ie friendship, community and support). We will also ask you to confirm your preferred method(s) of contact we can use (all or one of: post/hard-copy, email, telephone).

Occasionally we use Mailchimp to let you know of forthcoming events, news updates and to garner opinions for a piece of possible WRAC Assoc. work. This will only be used if you have signed up to receive email updates from us.

Sharing data

We do **NOT** share or sell Members data with/to any outside organisation and/or individual(s). We share staff employment information only with statutory and regulatory bodies as required by law and to ensure appropriate staff management.

Data storage

All data is stored on encrypted IT packages. Hard-copy data is transferred to the computerised system and destroyed after six months.

Data is kept for as long as Membership is up-to-date (ie subscriptions are current). If your Membership lapses, your data is transferred to a 'lapsed' category for two years (during which time you will not receive *Lioness* magazine or other contact), and thereafter archived. If you renew your subscription, and thereby Membership, within this time your record will be transferred back to 'active'.

Personal data on those applying for jobs (including CV's, accompanying notes, in whatever form) will be retained securely for six months from the date of interview; after which it will be securely destroyed.

Data on employed staff (including staff management records) is kept for as long as the individual is employed by the Association and for six years after termination (ie in line with regulatory requirements); at which point it will be destroyed.

Access to your personal data

All data we hold for you will be as supplied by you. The WRAC Assoc. will not undertake any research in connection with your own data (ie it will not research to check the current validity of any such data or permission to use information supplied to *Lioness* magazine for publication). However, you have the right to request:

- a copy of your personal data which WRAC Assoc. holds about you

- that WRAC Assoc. 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 Assoc. to retain such data
- withdraw your consent to WRAC Assoc. processing your data at any time.

As such, requests must be made in writing (by hard-copy letter or email) to the WRAC Assoc. office (at Unit 11, Basepoint, Winchester, Hampshire, SO23 0LD; info@wracassociation.org.uk). All such amendments will be made as soon as possible, and within one month at the latest.

Précised Published Data Privacy Statement (for website, Membership Application forms, etc):
The WRAC Association holds data in order to carry out its 'legitimate business activities' - these include running an efficient and effective Membership organisation that “supports women who served” by encouraging “comradeship, esprit de corps, benevolence and preserving traditions” (ie friendship, community and support). Personal Data is processed for WRAC Association purposes only - including the organising of events, editing and distribution of the *Lioness* members' magazine, and linking individuals with Headquarters and Area Co-ordinators, by post, email and telephone - and is not shared with any third party individual or organisation. In line with the Association's charitable status, and for the purposes of GDPR, the 'Association' includes Headquarters and Area Co-ordinators (it does not include individual WRAC branches). Please be assured that we do **NOT** share your information with any third-party individual or organisation. Please contact the WRAC Association by post or email if you have any queries.

@ July 2020