

Defence UK Privacy Policy

References:

- A. The Data Protection Act 1998¹
- B. General Data Protection Regulations 2018 (GDPR 2018).

1. Defence UK is committed to ensuring that members' privacy is protected. This privacy policy sets out how Defence UK uses any information that a person gives the Defence UK when joining as a member of the Association and how that information will be stored, protected, and disseminated. Any information provided by members to Defence UK that enables individual members to be identified will only be used in accordance with this privacy policy.

2. Defence UK may change this policy from time to time by updating this page and informing members electronically or by post.

3. The Chairman and members of the Board of Directors of Defence UK are, collectively and separately, custodians of this policy and responsible for the timely and efficient implementation of its provisions. The Company Secretary to Defence UK will act as the Association's Data Protection Officer (DPO) responsible for, inter alia:

- a. Providing advice and guidance as required.
- b. Creating and maintaining data records.
- c. Drafting data policies and procedures.
- d. Acting as the first point of contact for all matters of data policy.

Defence UK Requests, Collects and Stores the Following Membership Details:

- 4. Name, title, decorations, date of birth, postal and email addresses, telephone number(s) and subscription rates.
- 5. Any other reasonable information to enhance the service to the members
- 6. Members on joining Defence UK will be requested to give their written consent for:
 - a. Their data to be held and stored securely on the Defence UK's electronic database.
 - c. For them to be contacted by one or all means of electronic, postal, SMS text and telephonic communications.

What We Do With The Information We Collect

7. We need this information to understand members' needs and provide a better service to our members and supporters, and more specifically:
- a. To enhance the online user experience and our ability to respond to enquiries and requests.
 - b. For internal record keeping and administration purposes.
 - c. Where you have given permission to do so, sharing relevant information you provide with other Defence UK members.
 - d. Sending such information that we feel may be useful to the email address you have provided.
 - e. For statistical analysis.
 - f. For customising this website according to your preferences.

Security and Confidentially

8. Defence UK is committed to ensuring that members' information is secure. This includes storage on computers, laptops, and portable devices.
9. Members' data is stored on a suitably encrypted and fire walled electronic database which is in the general custody of the Company Secretary in his capacity as the DPO.
10. The Defence UK Board of Directors and other officials will not divulge individual members' information to non-members of Defence UK without that member's express permission. In order to protect individual members' data electronic messages to members will be sent via the *bcc* address line.

Contacting Defence UK and Controlling Members' Personal Information

11. Members who have previously consented to provisions of paragraph 6 above can change, amend or remove any information that is held by the Defence UK at any time by informing the Defence UK Company Secretary electronically or by post, the contact details for whom are held on the website and company literature.
12. Members may also request details of personal information held by Defence UK by emailing or writing to the Company Secretary.

Attachment:

Defence UK Standing Order Mandate.

Defence UK Standing Order Mandate (Membership)

Reference (Office Use only) ...

To.....Bank PLC Sort Code No.....
{The Name and Address of your Bank – Block Capitals}

Address.....
.....

Please pay to: Barclays Bank PLC
60 Gloucester Road,
Bishopston,
Bristol. BS7 8BJ

For the credit of: Defence UK Ltd

Sort Code: 20-13-34 Acc. Number: 00793183

The Sum of £.....Minimum of £5/month

Amount in words.....

Now and Monthly/Quarterly/Annually (delete as appropriate) thereafter on the
..... of the month, unless and until cancelled by me, and debit my/our
account accordingly.

Name.....
{Initial(s) and Surname as they appear on your cheque book/debit card}

Address.....
.....

Account to be debited.....

Account Number..... Sort Code

Signature(s)..... Date.....

Please return the completed form to The Secretary, Defence UK Ltd, PO Box
819, Portsmouth, PO1 9FF.