



Queen Alexandra's Royal Naval Nursing Service Association. Privacy Policy (in accordance with GDPR)

[\(Link to the Government Data Protection Policy\)](#)

The Queen Alexandra's Royal Naval Nursing Service (QARNNS) Association treats your privacy rights seriously. This privacy policy sets out how the Association deal with an individual's 'personal information', that is, information that could identify, or is related to the identity of an individual.

What personal information is collected by the Association?

When joining or expressing an interest to join the Association an individual is asked to provide certain personal information. This includes:

- Full Name (maiden name if applicable)
- Home address.
- Email address.
- Telephone number(s)
- Subscription preferences
- DOB
- Time Served and Class (if known)
If serving Rank/Rate

How is this personal information collected?

All the information collected was/is obtained directly from the individual. This was/is usually at the point of initial registration.

At the point that the individual provided their personal information for membership purposes, implied consent is assumed as the individual has provided the information for storage and use by the Association. Consent is required to ensure the Association complies with data protection legislation.

If consent is not provided for the Association to use your personal information as detailed in the next section, the individual must contact the Membership Secretary.

How is personal information used by the Association?

Personal information is used:

- to provide information about Association activities and services to you
- for administration, planning, and management of the Association

- to communicate with members about meetings and events.
 - to monitor, develop and improve the provision of the members contribution to the Association.
- Messages will be sent to individual members by email, other digital methods, telephone, and post to advise of QARNNS Association activities that may be of interest.

Who do the Association share personal information with?

Information about individual members may be shared:

- Internally – to Committee Officers (Chair, Membership Secretary, Secretary, Treasurer, and the Newsletter Editor (for the sending newsletters).
- If there is a statutory duty to disclose it for other legal and regulatory reasons. If the Association needs to share personal information outside of these instances the individual will be asked for their permission and the individual will be informed with whom the information will be shared and for what purpose.

How long is personal information held by the Association?

Personal information will be held so that the Association can provide their services to the members. If an individual ceases to be a member, their information will be stored for two years after membership is ceased.

The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved.

Where this is the case then the member will be informed as to how long the information will be held for and when it is deleted.

How is personal information stored?

Membership information is held on the Association database held by the membership secretary.

There are a range of security safeguards in place to protect personal information against loss, theft and unauthorised access, disclosure, copying, use, or modification. Security measures include the use of secure passwords and restricted access to the secure database.

How can personal information be updated or corrected?

To ensure the information held is accurate and up to date, members need to inform the Membership Secretary of any changes to their personal information. This can be done by email to the Membership Secretary using the role email address provided at the bottom of this policy.

Should a member wish to view the information that the Association holds on them, an email requesting the information is to be sent to the Membership Secretary.

There may be certain circumstances where the Association are unable to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise, the Association will usually respond within 14 days of the request being made.

Availability and changes to this policy

To become and to remain a member of the QARNNS Association a member must accept this policy.

This policy may change from time to time. If any material changes are made, the Association will make members aware of this via the newsletter and/or email.

Contact

All questions relating to this policy, if needed in an alternative format, or there are any complaints about the policy, please email the Membership Secretary.

Membership Secretary.
qarnnsassocmemsec@gmail.com
April 2024. Review April 2025.