

THE SCOTTISH RETIRED TEACHERS' ASSOCIATION

PRIVACY POLICY

The Scottish Retired Teachers' Association (hereafter SRTA) treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the SRTA you will be asked to provide certain information. This includes:

- Name
- Home Address
- Email address
- Telephone number

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or by you contacting the SRTA by phone. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our SRTA activities and services to you.
- For administration, planning and management of our SRTA.
- To communicate with you about our SRTA activities.

We will send you messages by email, other digital methods, telephone and post to advise you of SRTA activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members - as required to facilitate your participation in our SRTA activities.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the SRTA we will seek your permission and inform you as to with whom the information will be shared and for what purpose.

HOW LONG DO WE KEEP YOUR INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about lapsed membership will not be stored for longer than 24 months. The exceptions to this are instances where there may be legal or circumstances that require information to be held for longer while this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the SRTA as to any changes to their personal information. You can do this by contacting the Secretary at any time. Should you wish to view the information that the SRTA holds on you, you can make this request by contacting the Secretary - as detailed above. There may be certain circumstances where we are not able 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 we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your personal information is held on a spreadsheet or list and accessed by the Secretary and other committee members, if necessary, for purposes detailed above.

AVAILABILITY AND CHANGES TO THE POLICY

This policy is available on request from the Secretary. This policy may change from time to time. If we make any material changes we will make members aware of this via email or post.

CONTACT

If you have any queries about this policy or have any complaints about our privacy practices, please contact us.

Policy Review Date: 20th March, 2019.