

# PARACHUTE REGIMENTAL ASSOCIATION PRA BRANCH NETWORK



## PRIVACY NOTICE

This notice explains how and why we collect personal information, how we use it, the conditions under which it may be disclosed to others, how we keep it secure and how to ask to amend or remove it.

We are committed to maintaining the security of your personal data, respecting your privacy rights and processing personal data fairly and lawfully. This policy will be reviewed on an annual basis and updated or amended as required to ensure we comply with this.

### Who We Are

#### **The Parachute Regimental Association (PRA) \*\*\*\*\* Branch (charity no. \*\*\*\*\*)**

The Parachute Regimental Association (PRA) was formed at the end of the Second World War to further the interests of The Parachute Regiment and to organise functions and activities so members could continue associations formed during their service with the Regiment and Airborne Forces. The PRA, in partnership with other Regimental Charities, is able to provide welfare support and advice to those in need or distress.

### Why we ask for your personal information

We want you to be part of the Regimental family throughout your career and beyond. By consenting to us holding your information, we can:-

- record a list of members
- manage subscription payments
- contact you about meetings, trips, news and other matters of interest.

### How we collect information

We collect personal information when you:-

- Register online, request information or submit an application
- Complete a printed form

### What information we hold

- Members' name
- Postal Address
- Telephone and mobile numbers
- Email addresses
- Service details (service no, rank, units served, service dates, operational tours)
- Photos

### What we do with this information

We use the personal information you provide to process your application to join the PRA, manage subscription payments, and contact you with news and events.

The data collected is shared within the Regiment and the charities that fall under RHQ PARA, **The Parachute Regiment Charity (PRC) – Support Our Paras, The Airborne Forces Security Fund (AFSF), The Airborne Assault Museum (AAL) and The Parachute Regimental Association (PRA)**. All these organisations are there to support you through your service and retirement and offer a number of events, publications and subscriptions that might be of interest. A small amount of marketing is used, inviting you to events and supplying you with information we believe you may be interested in. 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.

## Legal Requirements

We may disclose your personal/sensitive personal information when required by law, for example to police forces for the prevention or detection of crime. Further, we safeguard the sharing of such information by using formalised information agreements with organisations where appropriate or on an ad hoc basis after ensuring the request and disclosure are legally compliant.

## How we store and keep your personal data safe

The personal information you consent to give us, electronic and paper records, are stored securely by the Chairman, Secretary and Treasurer. These Branch Officers will keep members details confidential and not share them with third parties without the permission from the individual. They will ensure your information is protected from misuse in accordance with the General Data Protection Regulations.

**Telling us when things change.** You can help us to keep our records up to date by telling us when your contact details and other personal information changes. You can also change your mind at any time about how we contact you or ask us to stop contacting you all together.

## Available Subscriptions

**Pegasus Journal** - Pegasus is the Journal of The Parachute Regiment and Airborne Forces. It is published three times a year – the Summer and Winter journals, and the Pegasus Yearbook. Each issue is packed with news from The Parachute Regiment and the other Airborne units, as well as updates from The Parachute Regimental Association and other items of Airborne interest. It can be delivered all over the world. If you would like to receive regular copies, go to <https://pegasusjournal.org/subscriptions> or call 01206 817088.

## How long we keep your information for

We will store your information for as long as you remain a member. If you should leave the branch, your details will be deleted. If you have a subscription and pay us money every year, then we will hold your data for 7 years after this service has stopped in accordance with the financial regulations. If you have consented for us to contact you about future events, then we will maintain your records until you tell us you would like us to delete it.

## Data Subjects Rights

As a data subject, you have the following rights:-

- Right to be informed that your data is being held.
- Right of access to all your data.
- Right of rectification of any incorrect information.
- Right to ask us to erase any data held on you.
- Right to restrict processing of your data
- Right to withdraw your consent for us to hold your data.

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 Branch Chairman. You may also cancel your membership at any time, by contacting the Branch in writing and letting us know what your preferences are.

General Data Protection Regulations (GDPR) effective from 25 May 2018 provides the individual with greater control over their personal data.

