



Privacy Statement – HMS St. Vincent Association.

In safe hands

HMS St. Vincent Association takes your privacy seriously. We are committed to protecting your personal information. This policy sets out how HMS St. Vincent Association uses the information that you have provided.

Privacy policy - your data: We will not provide or sell your data to any other organisations or third parties with exception to Isle of Wight Tours Ltd. (Company REG No. 4084229. Registered office: 3 New Road, Lake, Sandown, Isle of Wight PO36 9JN) for the purpose of contacting you with regard to the Annual General Meeting & Reunion.

Who we are: HMS St Vincent Association. Your Information – what we collect and how we use it
Personal data and preferences are collected at the point of application to join the Association or change of personal information that may occur within the membership from time to time. This may include information such as your name, postal address, email address and contact information. This in effect provides your consent for the Association to contact you with information and updates on the Association. This may be by post, email, telephone or text message, dependant on your preferences.

What the Law says about protection of personal information

The Law on Data Protection is derived from various pieces of legislation These include the Data Protection Act and the incoming General Data Protection Regulation (the 'GDPR') which will become enforceable from May 2018. The GDPR states that personal data (information relating to a person that can be individually identified) can only be processed if there is a legal ground to do so. Activities like collecting, storing and using personal information would fall into the GDPR's definition of processing. The GDPR provides legal grounds (reasons) under which personal information can be processed (used) in a way that is lawful.

Consent

On joining the Association you provided your personal data for the use of communication. This provides your consent for the Association to communicate with you from time to time on Association business only by your preferred method. The Association will only contact you through your preferred method if we have an accurate record of your recent and freely given consent to do so. It is your responsibility to ensure that this data is correct. You can withdraw your consent at any time by contacting **The Membership Secretary, HMS St. Vincent Association, 1 Trent Close, St Ives, Cambridgeshire PE27 3FH**. There are times when it is not practical to obtain and record consent. At those times, we will only process personal information if that processing would meet another legal ground e.g. Legitimate Interests, in which case we would only process in accordance with the law's strict rules on legitimate interest processing.

What we have a Legitimate Interest to do

We believe that Association members are connected to our organisation and want to know how they can continue to maintain communications through their agreed preferences. Unless you tell us not to, we will assume you are content for us to process (keep and use) your personal information Unless you tell us not to, we will rely on our data base for sending you direct mail. We are always mindful of trying to only send you what you are interested in and only as often as is appropriate. If we do not appear to be sending communications that are of interest, we will review this and modify accordingly. You are in control, so if you want to ensure that we do not send communication anymore, you can update your preferences at any time by contacting **The Membership Secretary, HMS St. Vincent Association, 1 Trent Close, St Ives, Cambridgeshire PE27 3FH**.

Legitimate Interest to process your information

We aim to be clear about what information we collect, to enable you to make meaningful choices about how it is used. When it is necessary we will contact you for administrative purposes, e.g. to contact you regarding a payment. We will also hold the minimum personal information required to support our ability to respect your preferences for communication with us. To help you to understand when and why the Association would process your personal information we provide the following examples:

- To send postal communications (as explained above)

- To enhance, modify, personalise and improve our communications for the benefit of our membership.
- To improve security of our websites and systems.
- To analyse your personal information to ensure that our communications are relevant to you.

The above list of examples are provided on the basis that the processing will not be done if it harms your rights and interests as an individual, or if you tell us that you'd like us to stop. You can do this at any time by contacting **The Membership Secretary, HMS St. Vincent Association, 1 Trent Close, St Ives, Cambridgeshire PE27 3FH.**

Data Analysis

In order to communicate with you more effectively, better understand your preferences and ability to support the Association, we may analyse your data.

Data Sharing

HMS St. Vincent Association do not share, sell or swap your information with any other organisation.

In some circumstances it is necessary for the Association to give relevant Committee Members access to your personal information. This access is only granted to the extent necessary for them to perform Association related duties.

Changes to your data

From time to time we may contact you to ensure that the information you have provided us with remains accurate and up to date. Should you wish to change your preferences you can do this by contacting **The Membership Secretary, HMS St. Vincent Association, 1 Trent Close, St Ives, Cambridgeshire PE27 3FH.** Like all organisations, we comply with requests for the disclosure of personal information where this is required or permitted by law. This could include requests from law enforcement or tax agencies. In these circumstances, the request must be submitted in writing and in accordance with the relevant legal requirements. If you believe your privacy rights have been violated, you should advise the Association at your earliest convenience. This information was last updated in March 2018. From time to time, we will make changes to the information on this page. The amended information will apply from the date it is posted on the site and will govern the way in which we collect and use personal information from then on.