

Old Kingstonians' Association Privacy Policy

The Old Kingstonians' Association (henceforth referred to as the organisation) is committed to protecting the personal information of our members. This privacy policy relates to our use of any personal information we collect from you when you become a member of the organisation.

The information we collect

We collect and hold basic personal details such as your name, postal address, e-mail address and telephone number from your membership application/ renewal form and from any purchase made from our online shop. Any details you submit using our contact facility on our website will be deleted following the successful processing of your submission.

Any non-member of the organisation that forwards any of their personal details as a part of any activity organised by the organisation will be contacted directly in order to gain consent to use their information as per this policy document.

How we use this information

We will use these personal details to circulate information pertinent to the smooth running of the organisation, such as, general information relating to the organisation's business, meeting notices, social event notices and anything deemed of interest to our members. In the case of a purchase from our online shop, then we will use your information in order to satisfactorily complete the transaction and delivery of your purchase.

We will never share your personal details with third parties outside the organisation without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your personal details. Our website is secure and a complete back-up of the site is performed on a daily basis through a contractual agreement with our host provider.

Personal information databases are processed using password secured software.

Your rights

Please let us know if your details change as it is important that the information we hold about you is accurate and up to date.

Your details are on our records because you are a member of our organisation, and circulating information to you is part of the membership, however you can ask us to stop sending you information at any time. Should you leave the organisation we will remove your details from our records.

You also have a right to request a copy of all the personal information we hold about you in a subject access request. To do this simply contact our Secretary and request a copy of your information. We will take reasonable steps to confirm your identity before providing you with details of any personal information we hold about you.

At anytime, you have the right to ask us to delete your personal information from our records.

Changes to the privacy policy

We may amend this policy from time to time in order to keep it up to date or comply with legal regulations.

If there are to be any significant changes made to the use of your personal details different to that stated above, we will seek your permission first.

May 2018