



# Queen's Own Oxfordshire Hussars Association

## Data Protection Policy

(version 2 – June 2018)

### Name and Contact Details

The Queen's Own Oxfordshire Hussars Association (QOOHA) can be contacted either by post or electronically.

**Postal address:** QOOH Association, c/o SOFO Museum, Harrison's Lane, Woodstock, Oxon, OX20 1SS

**Email:** (Honorary Secretary) [jean.mills11@talktalk.net](mailto:jean.mills11@talktalk.net)

**Data Protection Officer (DPO):** The QOOHA has no DPO, but the committee member with Data Protection compliance responsibilities can be contacted at [gooheditor@btinternet.com](mailto:gooheditor@btinternet.com)

When we refer to "QOOHA", "we", "us", "our", or "association" we mean the Queen's Own Oxfordshire Hussars Association or anyone within the association acting on its behalf.

### Our Commitment

The QOOHA is committed to the protection of all personal data for which it holds responsibility as the **Data Controller**, and the handling of such data in line with the data protection principles and the General Data Protection Regulation (GDPR).

Changes to data protection legislation shall be monitored and implemented in order to remain compliant with all requirements.

The association is also committed to ensuring that its committee and volunteers are aware of data protection policies, legal requirements and adequate training is provided to them where needed.

The requirements of this policy are mandatory for all committee members of the association and any third party contracted to provide services within the association.

### How your data is collected

Your personal data is given, freely by you, when you complete our membership application form. At present we have no other means of collecting your data, but should another source of data collection be used you will be informed of this.

### Purposes of Data Processing

Processing of your personal data is necessary for the QOOHA to be able to keep you informed of any social events, the AGM and Annual Luncheon, any other necessary information, and circulation of its quarterly newsletter (*The Oxfordshire Hussar*).

We aim to keep your data accurate and, where necessary, kept up to date, and will occasionally send out questionnaires to achieve this.

We also need to keep data about your membership status, subscription payments, and any historical information of regiments/units previously served in to help us carry out research, and to provide services and information relevant to you.

### Lawful Basis for Processing

The QOOHA has adopted the **Legitimate Interest** as the lawful basis for processing your data. It is the most appropriate basis and we understand our responsibility to protect the individual's interests.

We have conducted a legitimate interest's assessment (LIA) and kept a record of this, to ensure that we can justify our decision, as well as identifying the relevant legitimate interests, and have done a balancing test, and are confident that the individual's interests do not override those legitimate interests.

We only use individuals' data in ways they would reasonably expect, unless we have a very good reason. We are not using people's data in ways they would find intrusive or which could cause them harm.

We keep our LIA under review, and repeat it if circumstances change.

### **Whom your data may be shared with**

Your data may be shared with other organisations to help with the Annual Luncheons or other social activities. These organisations will be limited, at present, to **142 (QOOH) Vehicle Squadron, RLC** or the current serving unit bearing the QOOH honorific, and the **Soldiers Of Oxfordshire Trust (SOFO)**. Should this happen, we will monitor their use of the data provided and its destruction after use.

### **Data retention period**

We will keep your personal data for as long as you remain a member of the QOOHA.

### **Your rights as individuals in respect of the processing**

Individuals have the right to access their personal data (also known as subject access). We have to respond in one month and there is no charge for this.

Individuals can object to having their data processed where Legitimate Interest is used as one of the lawful bases. An individual must give specific reasons why they are objecting to the processing of their data. These reasons should be based upon their particular situation. In these circumstances this is not an absolute right, and we can continue processing if we can demonstrate compelling legitimate grounds for the processing. If processing is stopped your data is removed thereby we no longer have means of contacting you, send out information of social events and newsletters, neither will we be able to maintain records of subscription payments, etc.

Individuals have the right to raise a complaint with the supervisory authority. If you have a problem accessing your personal information, or have a concern about the way an organisation is handling your personal information – perhaps they hold information about you that is incorrect, they have held it for too long, or they are not keeping it secure, you can direct your complaint to the Information Commissioner's Office (ICO). There is an official form for this and available online [here](#).

### **Where you can find more information**

Almost every transaction and interaction you have with most organisations involves you sharing personal data, such as your name, address, and birth date. You share data online too, every time you visit a website, search for or buy something, use social media or send an email. But your data is your data. It belongs to you so it's important your data is used only in ways you would reasonably expect, and that it stays safe. Data protection law makes sure everyone's data is used properly and legally.

Below, are a few links to the ICO website where you can find more information:-

[Your right to be informed if your personal data is being used](#)

[Your right to get copies of your data](#)

[Your right to get your data corrected](#)

[Your right to get your data deleted](#)

[Your right to limit how organisations use your data](#)

[Your right to raise a concern](#)

The [Guide to the General Data Protection Regulations \(GDPR\)](#), which organisations need to adhere.