

IET RETIRED MEMBERS SURREY (RMS) Privacy Statement

The RMS 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.

1. WHAT PERSONAL INFORMATION DO WE COLLECT?

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

- Name
- Home address
- Phone number
- Email address
- Partner's name
- IET Membership number & status
- Last employer/Activity
- Interests

2. 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 membership application. The information will be collected via membership forms or emails.

The RMS has a legitimate interest in retaining your personal information so that we can communicate with you about the work of the RMS.

3. HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To communicate with you about the RMS's activities.
- To communicate with you about your membership renewal.

4. WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

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

- Internally - to committee members who may need to communicate with you.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- To other members, by inclusion of a limited set of personal information in a Programme/Members booklet provided consent has been given.

Where we need to share your information outside of the RMS, other than as set out above, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

5. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to retain your information so that we can keep you informed about the RMS's activities and matters that may be of interest to retired engineers in Surrey. In most instances information about your membership will not be stored for longer than 12 months after you cease to be a member.

6. HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED?

To ensure the information we hold is accurate and up to date, members need to inform RMS of any changes to their personal information. You can do this by contacting the membership secretary at any time:

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the RMS holds on you, you can make this request by contacting the membership secretary – as detailed above. We will usually respond within 14 days of the request being made.

7. HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your information is held on a Personal Computer which is Password Protected.

We may use a secure facility such as Dropbox to store information.

8. AVAILABILITY AND CHANGES TO THIS POLICY

This policy, which is available on the RMS website may change from time to time. However, if we make any material changes we will make members aware of this via email.

9. CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact our Treasurer.

10. COMPLAINTS

If you consider it necessary to make a complaint about our privacy and data protection arrangements you should contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF –
telephone 0303 123 1113.

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