

RETIRED TEACHERS' ASSOCIATION NORTHERN IRELAND

www.rtani.co.uk

Hon. Secretary: Brendan McGlone. 109 Stockman's Lane. Belfast BT9-7JE

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. Standardising and strengthening Privacy Regulations across Europe, the GDPR is being implemented in full in the United Kingdom and will continue to apply after the U.K. leaves the European Union.

The Retired Teachers' Association Northern Ireland is committed to protecting our members' personal data and complying fully with data protection laws. This document explains how we process and protect your personal data.

As a data controller under the GDPR, we are subject to legal obligations, which include:

- processing personal data fairly, transparently and on lawful grounds;
- taking steps to ensure that personal data is accurate and updated when necessary;
- implementing appropriate technical and organisational measures to protect personal data and ensuring that our fellow partners who work with us do the same;
- maintaining a retention policy which ensures that personal data is not retained for longer than is necessary; and
- complying with data subjects' requests when they exercise their rights under data protection laws.

The Retired Teachers' Association Northern Ireland Secretariat holds contact information for all of its members comprising name, full address and post-code, and, for some members their e-mail addresses. All Central Executive Committee Members and most Branch Committee Members will have details of either a home or mobile telephone number stored as well.

Each members' personal Teachers' Reference Number is used once only on application to join the association as a new member and is passed on to the Department of Education Teachers' Pensions Branch, Londonderry for authentication to debit the annual subscription.

The data we collect is held on a password-protected Excel Spreadsheet on a password-protected PC. We hold this information in order to send you communications on the work of the Retired Teachers' Association Northern Ireland as well as invitations to social events and activities and updates on pension related issues.

In addition, we hold names, addresses and e-mail contacts for delegates to the Annual General Meeting/Annual Conference.

Any personal data no longer required is securely destroyed or deleted.

Our Privacy Policy which has been added to our website, provides further information on how your personal data is collected and used.

PRIVACY POLICY

1. Introduction.

This data-protection and privacy policy sets out the way we process your personal information. It deals with how we collect information, what we do with it, how we protect it and what controls or rights you have.

By becoming a member of the Retired Teachers' Association Northern Ireland you are accepting and consenting to the practices described in this policy.

We may change this policy from time to time. The date this policy was last updated is shown at the end of this document.

As a data controller, we fully comply with the Data Protection Act 1998, the Privacy and Electronic Communications Regulations 2003 and the General Data Protection Regulations (EC Directive) 2016 (GDPR).

2. Your privacy – our promise.

We are committed to protecting the privacy of our members and will treat all information you give us with care. We promise to:

- tell you why we collect personal information, how we do this and what we use it for;
- only collect the information we need to deliver our service to you;
- never sell your personal information or let other organisations use it for marketing;
- keep the personal information up-to-date and ensure it is safe and secure;
- require any of our partners who work with us to have similar robust privacy policies.

3. Who we are.

In this policy, references to the Retired Teachers' Association Northern Ireland or RTANI are to the Retired Teachers' Association Northern Ireland whose Hon. Secretary is Brendan McGlone. 109 Stockman's Lane. Belfast BT9-7JE. Northern Ireland. The controllers of the association are the Officers and Members' Representatives of the Central Executive Committee of the Retired Teachers' Association Northern Ireland.

4. What information we collect and how we collect it.

We collect personal information about you to enable us to provide a service to you. This includes:

- Name and address;
- E-mail address and telephone numbers;
- Any personal information you give to us when you contact the Secretariat, the Central Executive Committee or a Branch or Committee Officer of your branch.

We collect the personal information in the following ways:

- when you correspond with us by e-mail, telephone or other ways;
- when you reply to or accept a branch invitation to an activity or event;
- when you reply to or accept an invitation to attend the AGM/Annual Conference;
- at various meetings.

5. How we use the information and why we need it.

We use the personal information to provide the services and to meet our commitments to you. In addition, this may include:

- Processing – this will include using the information to fulfil any request made by you to receive one of our services, for example, to receive our e-mail updates, or information about our Annual General Meeting/Annual Conference;
- Legitimate interests – the Retired Teachers' Association Northern Ireland also processes your data when it is in our legitimate interest to do this and when these interests do not override your rights. These legitimate interests include providing you with information on services, membership, and campaigning;
- Consent – where we need your consent we will ensure you are as fully informed as possible and use that consent solely for the reason you have given it to us.

6. Who will see the information?

Your information will only be accessible to our Secretariat and only where it is appropriate in respect of the particular and singular function being carried out.

We will never sell your information or let other organisations use it for their own purposes.

We will only share your personal information:

- if you have consented to our doing so and for the specific and sole reason your consent was given which invariably, if not solely, comprises the purposes of large-scale mailing to members;
- when using auditors;
- when we are legally required to, or because of a lawful request by a governmental or law enforcement authority;
- if we ever merge with another organisation or form a new entity.

7. Security.

The security of your personal information is very important to us. All information you provide to us is stored on computers protected with the highest level of security.

Unfortunately, the transmission of information via the internet is, of itself, not completely secure. Although we will do our best to protect your personal data, and have never had any issues at all, we cannot guarantee the security of data transmitted; any transmission is always and in all cases, at one's own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

All of our personal data is processed in the UK, in Northern Ireland specifically.

You might find links to third party websites on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

8. Your rights.

You have the following rights:

- transparency over how we use your personal information (right to be informed);
- to request a copy of the information we hold about you, which will be provided to you within one week (right of access);
- an update or amendment of the information we hold about you (right of rectification);
- to ask us to stop using information (right to restrict processing);
- ask us to remove your personal information from our records (right to be forgotten);
- to obtain and re-use your personal data for your own purposes (right to portability).

9. Retention of information.

We hold your information only for as long as necessary for each purpose we use it. This will normally be two years from our last interaction with you unless for legal reasons it becomes necessary to retain it for a longer period.

10. How to contact us.

If you have any questions about this privacy policy or your rights regarding processing your personal information, or wish to make a complaint please contact:

Hon. Secretary,
Retired Teachers' Association Northern Ireland.
Brendan McGlone.
109 Stockman's Lane.
Belfast BT9-7JE.
Northern Ireland.

Email – info@rtani.co.uk.

This policy was last updated on 10th July 2018.