ROYAL ENGINEERS OFFICERS’ WIDOWS SOCIETY PRIVACY STATEMENT

Our Privacy Statement

This Privacy Statement tells you what to expect when you, as Members and Beneficiaries of the REOWS and The Samaritan Fund, give your personal information to us.

Personal information includes any information that identifies you personally, such as your name, address, email address, telephone number and date of birth. The REOWS recognises that your privacy is very important. We want you to be confident with the way we handle your information and with our commitment to protect and respect your privacy. We outline below how The Society collects, uses and protects this information; for how long we retain it; and how we dispose of it when we no longer need it. Also we inform you of your rights concerning the provision, use and retention of your data.

What information we collect and what we use it for

For Members, the REOWS, as data controller, collects and stores personal information; name, initials, rank, date of birth, address, email address, telephone numbers, date and type of commission, marital status and, if you are (or become) married, we collect your date of marriage, your spouse’s name and date of birth and the same for any children.

We will use your personal information to inform you of changes in rules or subscriptions, administer your Membership, keep your details current, send you an annual newsletter and inform you of AGMs. We process this data under the legitimate interest of fulfilling the contract we are entering into with you. We will ask you for your consent to collect, hold and process any of your information which you have provided to us.

For our Beneficiaries (Widows and dependent children under the age of 21), we maintain the personal information above adding your email address and telephone number as well as those of holding any Powers of Attorney. We will also request your bank account details in order to make an initial lump sum payment and set up a standing order instruction to our bank in order pay annuities. We will also maintain similar details for any children under the age of 21 in order to maintain annuity payments. This data is collected under the legitimate interest of fulfilling our contract with the Member. We will ask you, or until you reach 18 years of age, your parent or guardian, for consent to collect, hold and process that information.

For beneficiaries of the REOWS Samaritan Fund, we will collect and store personal information, name, initials, date of birth, postal and email address and telephone numbers, plus information from third party organisations regarding individual cases.

How we collect information and keep it current

We receive, store and maintain the information which is given to us by Members and Beneficiaries in writing, via email, on the phone, or via using the enrolment form on the website when you apply for Membership, and when you make an enquiry or a claim. When you contact us we check your details with you for accuracy and update them where necessary. The Officers’ Association, SSAFA and the Royal Engineers’ Association will routinely provide casework in order to inform support by the Samaritan Fund.
How we safeguard your information

Your information is kept in a secure and confidential environment and is accessible only to permitted processors whose access is password-protected. Personal information can be seen by those who administer your Membership. This is limited to the Secretary currently.

Any bank account details provided are used to set up payments with our bank and subsequently deleted.

The REOWS will never pass any of your information to other organisations without your specific consent or except where required to do so by law (this includes for annual auditing of accounts by our Auditors, Newman and Co) or where it has engaged a database manager to support its functions.

If there is a requirement to share your data with third parties such as, for example, The Lady Grover’s Fund, the Officers Association, the Royal Engineers’ Association or any other third party charitable organisation who may provide advice and/or support, we will request your consent first.

How long we will keep your information

We will keep your personal information on our database while you are a Member of the Society or beneficiary of the Samaritan Fund and for seven years after your Membership or benevolence ceases ends as required by HMRC for any financial data. We need to keep some of your membership details (name, date of birth, number of units of cover held and, where applicable, decease date). This data will be anonymised and is used to inform actuarial analysis and advice which influences both subscription and benefit rates.

Your rights

You have the right to:

- Receive a copy of the personal data we hold on you by emailing us at secretary@reows.co.uk or writing to the Secretary, REOWS, Braeside Farm, Peat Inn, Cupar, Fife KY15 5LH.
- Object to processing where there is no legitimate interest.
- Have corrected any errors or omissions in the personal data held.
- Ask that your personal data be erased subject to any statutory or legal requirements placed on the data controller.
- Where you have given consent, you may withdraw it at any time. If you withdraw consent for the use of your information, we may be unable to fulfil our contract with you.
- Ask that the processing of your data be restricted, if you disagree about the accuracy of the data the controller holds or you object to the controller’s intention to erase your data.
- Claim compensation for damages caused by a breach of data protection legislation.
- Make a complaint to the Information Commissioner’s Office at: https://ico.org.uk/concerns/ or 0303 123 1113.

Our commitment to data security

To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard, secure and update the information we collect.

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