PRIVACY AND COOKIES

OUR PRIVACY POLICY

The Royal Signals Trustee Limited, is committed to protecting your privacy. When you contact us or visit our websites, your personal information is stored securely and processed fairly as required by the General Data Protection Regulations.

This Privacy Policy explains the following

- What information the RSTL may collect about you

- How the RSTL will use your information and ensure this is not shared with organisations outside the RSTL

- How long your information may be held on our systems

- Your choices regarding the personal information you provide to us

- How cookies are used on our websites and the options available to reject these

CHANGES TO OUR PRIVACY POLICY

We may update our privacy policy from time to time, so you may want to check the latest version before providing personal data to the RSTL. This version was last updated on 20 April 2018.

HOW WE COLLECT INFORMATION

We collect personal information when you

- Register online, request information or submit an application through our websites

- Complete a printed form, questionnaire or coupon

- Contact us by phone, post, email or text message

In addition, information is automatically captured each time you visit our websites. We use cookies (as described here) and collect IP addresses (that can uniquely identify a specific computer or network device on the internet) to track visitors to our websites and prepare management reports.

WHAT WE DO WITH THIS INFORMATION

We use the personal information you provide to answer your requests for information, to process your applications to join the Royal Signals Association, or answer messages through the contact forms and to make improvements to our websites.

WHO WILL HAVE ACCESS TO YOUR INFORMATION

The data collected is shared with the HQ R SIGNALS and the organisations that fall under the Royal Signals Trustees Limited. These organisations are; The Royal Signals Benevolent Fund, The Royal Signals Association and The Royal Signals Institution. All these organisations are there to support you through your service and retirement and offer a number of events, publications and subscriptions that might be of interest. If you have given us consent, a small

amount of marketing is used, inviting you to events and supplying you with information we believe you may be interested in. If you do subscribe to a publication, your address details are given to the publishers in order to send you the publication. We have a strict agreement with the publishers about how they much treat your information and it is only held there until the publication is distributed.

If you agree, the information contained in targeting cookies may be shared with other websites so the advertising displayed on these sites is more relevant to you. No personal data will be shared with other websites – only IP addresses, which identify a specific computer or network device.

HOW LONG DO WE KEEP YOUR INFORMATION?

Your information will be held on our systems for as long as is necessary to process your question or membership/subscription.

2 years after leaving a membership or subscription with the RSTL, we will remove your personal information from our systems or treat the data to remove any personal identifiers that could be used to identify you as an individual.

WILL I BE CONTACTED BY THE RSTL FOR MARKETING PURPOSES?

We will only contact or send information about the charity to those people who have given us permission to do so.

We will only provide information that is relevant to you. Further details are provided in our communications policy.

If you choose to receive marketing communications, you can tell us whether you want to be contacted by post, phone, email or text messages. You can change these preferences whenever you contact us or at any time by logging on to your account (if you have registered online).

This data will not be used for automated decision making.

YOUR RIGHTS?

1. The right to be informed about the collection and use of your personal data
2. The right to access your personal data and supplementary information
3. The right to have inaccurate personal data rectified, or completed if it is incomplete
4. The right to erasure (to be forgotten) in certain circumstances
5. The tight to data portability, which allows you to obtain and reuse your personal data for your own purposes across different services.
6. The right to object to processing in certain circumstances
7. Rights in relation to automated decision making and profiling
8. The right to withdraw consent (where relevant)
9. The right to complain to the Information Commissioner.

More information about the GDPR and your rights can be found on the Information Commissioner's Office website.

WHAT TO DO IF YOU WANT US TO REMOVE YOUR DETAILS FROM OUR RECORDS

Write to the address below asking us to delete your details from our records.

Further advice on the "right to prevent processing" is provided on the Information Commission's website.
http://www.ico.org.uk/for_organisations/data_protection/the_guide/principle_6/damage_ or distress

FREEDOM OF INFORMATION

More information about the Freedom of Information Act 2000, and the information made available to the public by the Ministry of Defence, can be found on the GOV.UK website.

CONTACTING THE RSTL ABOUT PERSONAL INFORMATION

If you have any questions about this Privacy Policy or the information we hold about you, please write to

Data Protection
Adviser, HQ R
SIGNALS
Griffin House
Blandford Camp
Blandford Forum
Dorset
Email: bussp@royalsignals.org

For further information or if you are still not happy then you have a right to lodge a complaint with the Information Commissioner's Office (ICO).

Information Commissioner's Office
Whycliff House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 030 123 1113
Email: casework@ico.org.uk

HOW DOES THE RSTL WEBSITE USE COOKIES?

To improve your experience and make this website simpler to use, we sometimes place small amounts of information on your computer, mobile phone or device. These include small files known as cookies.

The cookies used on this website improve your experience by:

▪   Recognising your settings – so you don't need to keep re-entering them whenever you visit a new page.

▪   Remembering the information that you've given (e.g. your username and password) - so you don't need to keep entering it.
▪   Measuring how you use our website - so we can make improvements that meet your needs.
▪   Tracking the websites that you use - so our advertising using third-party networks is better, targeted and more relevant to you.

Our cookies contain anonymous information such as a unique identifier but this information is not used to identify you personally.

The cookies used on this website can be grouped into the following categories:

1.   Strictly necessary cookies – required to enable you to move around the website and use essential features

2.   Performance cookies – collect information about how you use our website and help us improve performance and provide a better user experience

3.   Functionality cookies – enhance the functionality of the website by storing your preferences.

4.   Targeting cookies – used by advertising networks to track your browsing across the internet whilst enabling us to enhance our website with services provided by third-parties.

Some cookies are set directly by the army.mod.uk website. Others are set by third-parties when you visit the Army website. Third-party cookies include those set by advertising networks, the partners we use for web analytics, and external websites delivering embedded content and videos (e.g. YouTube).

Cookies are stored on your computer for different lengths of time depending on what they are used for. Session cookies are temporary cookies and are only stored until you leave the website or when you close your web browser. Persistent cookies last for a fixed period of time, defined within the cookie, and allow the website to recognise the device and track repeat visits.

We do not sell the information collected by cookies.

Further information about individual cookies used on this website is provided below.

HOW CAN I CONTROL COOKIES?

If you don't want to receive cookies, you can change your browser settings to reject new cookies or delete those that have already been set.

You can choose to accept or reject the functionality and targeting cookies set by the Royal Signals website on the cookie settings page and can change these settings at any time.

You will also be given the opportunity to change your cookie settings when you first visit our website. If you continue to browse the website without changing your cookie settings, we will assume you are happy to accept all types of cookie on the Royal Signals website.

You can accept or reject functionality or targeting cookies at any time by changing your cookie settings, although third-party advertising networks may continue to use the information previously collected through targeting cookies.

You cannot change the settings for strictly necessary or performance cookies because these are required to provide a good browsing experience and allow us to collect basic statistics on website usage.

If you create an online account, you will be asked to accept the cookies required for the online application when you register or log in.

In addition to managing the cookie settings on this website, you can opt-out of tracking and targeting cookies by following the instructions provided on the appropriate third-party websites. We have provided links to help you find this information and set your preferences.

Do Not Track (DNT) is a feature offered by some browsers but is not currently supported by this website. When enabled, it sends a request to the website not to track your browsing, but a universal standard to determine how DNT requests are to be interpreted has not yet been adopted by software providers and website owners.

To learn more about cookies in general and how to manage them, visit www.aboutcookies.org.

WHAT COOKIES ARE USED ON THE RSTL WEBSITE

STRICTLY NECESSARY COOKIES

The following cookies are strictly necessary to enable you to move around the website and use essential features. These cookies don't collect any information that is used to identify you personally.

Accepting these cookies is a condition of using the Army website. If you prevent these cookies, we may be unable to protect your privacy or predict how our website will perform during your visit.

STRICTLY NECESSARY COOKIES SET BY THE RSTL

ASP.NET_SessionId
To maintain an anonymous user session to enable you to navigate around the website and use your account

cookiePolicyAccept
To remember the cookie settings for your account

PERFORMANCE COOKIES
The following cookies collect information about how you use our website and help us

improve performance and provide a better user experience. Cookies of this type collect information about the pages you visit, which videos you watch and if you experience any errors.

These cookies don't collect any information that could be used to identify you – all the information collected is anonymous and is only used to help us improve how our website works and understand what interests our users.

We often use independent web analytics companies to measure and report on the performance of our website. As a result, some performance cookies may be set by a third-party. These can be identified in the list below.

Accepting these cookies is a condition of using the Army website. If you prevent these cookies, we can't be certain how our website will perform during your visit.

PERFORMANCE COOKIES SET BY THE RSTL AND OUR SUPPLIERS

Google Analytics_ga
To collect information about how you use our website. This data is shared with Google Analytics who provide analysis and reporting services. These cookies can be identified by the host domain google- analytics.com