

HQ R SIGNALS AND RSTL DATA PROTECTION AND PRIVACY POLICY

How we will use your information when you give your data to HQ R SIGNALS.

HQ Royal Signals and the Royal Signals Charity takes active decisions in the processing of data subject's personal data, is bound by Data Protection Act 2018, UK GDPR and the Data Usage Act 2026 Legislation.

This leaflet explains why we ask for your personal information, how we store and use it and who we may share it with, and what your rights are. This policy covers the following data collection reasons:

1. You sign up to a membership or subscription
2. Book onto an event run by the Royal Signals Charity, Royal Signals Association or Royal Signals Institution.
3. Submitting a story for one of our publications or social media platforms
4. Requesting a moral and efficiency grant
5. Benevolence assistance

Why we ask for your personal information.

We want you to be part of our Corps family throughout your career and beyond. We want to be able to contact you about Corps events and support you if you require benevolence assistance. By consenting to us holding your information we can administer any memberships and subscriptions and you can be the first to know about exciting events.

How we collect personal data

We collect personal information when you:

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

Your personal data: the legal basis and what we collect

We will need to collect personal data in some cases to carry out a service with you; in other cases, we will tell you if providing personal data is optional.

We will ask for your **consent** to collect your personal information for the following:

- to send you newsletters and information about events
- to include you in photography or filming taking place at events

- to enable the collection of Gift Aid

We may collect your personal information to perform a **contract** with you for the following services:

- membership/subscription renewals
- online bookings and enquiries
- collection of payments through direct debit or other chosen forms of payment i.e direct through wages for the Days Pay Giving.
- Publishing an article that has been submitted to us

We will collect your personal information to comply with a **legal obligation**, such as:

- requests made under data protection law

We will hold personal data of people who have written to us, left comments in the Last Post.

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, and direct you towards this policy for more information.

How we use your data - Available Memberships

Your data will be used only to support the legitimate purposes of the RSTL. Depending on your relationship with the RSTL and, where necessary, the consent you have given we may use your information to:

Days Pay Giving – Serving Only

Being part of the Days Pay Giving entitles you to a host of support and financial grants. Corps Funds support welfare/benevolence for serving and retired members of the Corps, their relatives and dependents. It supports Sport and Adventurous Training (AT) and other morale/efficiency activities.

Data Collected for Days Pay Giving:

- Rank
- Name
- Service Number
- Amount paying
- Unit address
- Length of Service
- Service Type
- Date of Birth

Data Collected for AT, sports and other morale/efficiency grants

- Rank
- Name
- Service Number
- Amount paying
- Unit address

Royal Signals Association (RSA)

The Association exists to serve all members and ex-members of the Corps. It aims to foster comradeship with in the Corps family and promotes the charitable work of the Royal Signals Benevolent Fund (RSBF).

Data Collected:

- Rank on leaving service
- Name
- Service Number
- Amount paying
- Postal and email addresses
- Phone numbers
- Gift Aid status
- Length of Service
- Service Type

Royal Signals Institution (RSI)

Fosters professional development amongst the serving and retired personnel of the Royal Corps of Signals and their close colleagues in Defence and Industry. Membership of this Institution **entitles you to 2 copies of the 'Journal' a year and invitations to lectures and events held throughout the year.**

Data Collected:

- Rank on leaving service
- Name
- Service Number
- Amount paying
- Postal and email addresses
- Phone numbers
- Gift Aid status
- Length of Service
- Service Type

Benevolence

Serving or former ROYAL SIGNALS personnel are entitled to benevolence from the Royal Signals Benevolent Fund. Information from case workers from associated charities like the Royal British Legion and SAAFA share your personal information with us so the RSBF can assess eligibility for the financial assistance. We hold this information on our secure database for 6 years to comply with the financial regulations.

Data Collected:

- Rank on leaving service
- Name
- Service Number
- Amount of Grant Awarded
- Reason for award
- Length of Service

Donations

Where you are currently serving, ex-corps or a family member that would like to donate to the RSBF but not belong to any other subscription or membership, we collect the following information to process your donation:

Data Collected:

- Name
- Postal and email addresses
- Phone numbers
- Gift Aid status
- Amount paying

If serving or ex-corps (to see if we already hold a record of you):

- Service Number
- Rank on leaving service
- Service Dates
- Commission Type
- RSA Membership number

Corps Event registration

Data Collected:

- Full Name
- Service Number
- Postal and email addresses
- Phone numbers
- Car Registration and Nationality (if function is on Blandford Camp)
- Additional attendees full name
- Dietary requirements

Publications and Social Media

HQ R SIGNALS is collecting your data in order to reference who has submitted an article for submission on our digital channels. This could be for publication in the Wire or Journal or on one of our Social Media platforms. It is to enable us to identify you, contact you if require further information about your article and/or accompanying photographs and obtain consent for the use of the article and accompanying photographs.

Data Collected:

- Name
- Service Number
- Unit Address
- MOD email address
- Contact telephone number

You may withdraw consent for this processing before an article is published by contacting socialmedia@royalsignals.org. We will remove articles from social media and online publications where practicable, however we are unable to withdraw from printed materials.

Who is your data shared with.

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 events, publications and subscriptions that might be of interest. A small amount of marketing is used, inviting you to events and supplying you with information we believe you may be interested in.

Publications: 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 must treat your information and it is only held there until the publication is distributed.

Events: If the event is on Blandford Garrison, the event organiser will share the following information with the Guardroom to allow access onto the site:

- a. Title, First Name, Family Name, Nationality of registrant.
- b. Car registration number if using on site car park.

How we store your information.

The personal information you consent to give us is stored on our customer relationship management database. This database is used by members of the HQ R SIGNALS and Royal Signals Charity, The Royal Signals Benevolent Fund, The Royal Signals Association and The Royal Signals Institution. This is a fully managed system and there are procedures and policies in place in order to keep your information protected from misuse in accordance with the General Data Protection Regulations.

How long we keep your information for.

Your information is kept in accordance with our retention policy. If you have a subscription and pay us money every year, then we will hold your data for 6 years after this service has stopped. If you have consented for us to contact you about future events, then we will maintain your record until you tell us you would like us to delete it.

So we will retain your data:

- until you inform us that you no longer wish the Charity to communicate with you
- while you are a member of any association or membership or have a subscription
- as required under UK law; for seven years in the case of financial transactions

Your rights

When we ask you for information, we will keep to the law, including the Data Protection Regulations (2018) and the UK General Data Protection Regulations.

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **right of access:** You have the right to request a copy of the information that we hold about you

- **right of rectification:** You have a right to correct data that we hold about you that is inaccurate or incomplete
- **right to be forgotten:** In certain circumstances you can ask for the data we hold about you to be erased from our records
- **right to restriction of processing:** Where certain conditions apply to have a right to restrict the processing
- **right of portability:** You have the right to have the data we hold about you transferred to another organisation
- **right to object:** You have the right to object to certain types of processing such as direct marketing
- **right to object to automated processing, including profiling:** You also have the right to be subject to the legal effects of automated processing or profiling
- **right to judicial review:** In the event that The Royal Signals Trustee LTD refuses your request under rights of access, we will provide you with a reason as to why

You have the right to see the information that we hold on you at any time, by submitting a Subject Access Request (SAR) in writing by contacting the Data Protection Adviser (DPA) on the contact details below.

How to opt out:

You may also request to opt out of any of these services or have your details deleted from the database at any time, again by contacting the DPA in writing and letting us know what your preferences are.

DPA
HQ R SIGNALS
Griffin House
Blandford Camp
Dorset
DT11 8RH

Or email:
commandengagement@royalsignals.org

Our Data Controller is the Secretary to the Board of Trustees:
Corps Secretary
Griffin House
Blandford Camp
Dorset
DT11 8RH
rsignalshq-corpssec-seo@mod.gov.uk

How to complain if you are not happy

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please initially contact:

DPA
HQ R SIGNALS
Griffin House
Blandford Camp
Dorset

DT11 8RH

Or email:

commandengagement@royalsignals.org

We will acknowledge the complaint within 30 days and respond without undue delay.

If you are not satisfied with the response to the complaint, you can contact:

MOD Information Rights Team Ground floor,
Zone D
Main Building
Whitehall
London
SW1A 2HB
Email: cio-dpa@mod.gov.uk

For independent advice about data protection, privacy and data-sharing issues, you can contact:

The Information commissioner at:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Phone: 08456 30 60 60 or Fax: 01625 524510

Website: <http://www.ico.gov.uk>

ANNEXES

Annex A – Website Cookies

Annex B – RSI Corporate Membership

Annex C – RSA Events

Use of our Website and 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](https://www.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 cookies 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

Royal Signals Institution

DATA COLLECTION AND PRIVACY NOTICE

Who is the Data Controller: Director Royal Signals Institution, a permanent employee of the Royal Signals Trust Limited (RSTL)

Why we ask for your personal information. The Institution asks for personnel information for the following reasons:

- **Process Membership Donations.** Membership donations are collected annually for current and new Corporate Members. In so doing we collect and hold a business point of contact email addresses for each member company. This is stored along with the amount donated, invoice number and payment date. It is then held to trigger annual renewal.
- **Event Administration.** Corporate, serving and retired members may attend lecture, seminars and the RSI Dinner and Awards ceremony. To administer these events the RSI must collect contact details and personnel information such as dietary requirements and vehicle registrations. Information requirements will vary dependent on the event and is destroyed once the event is completed. Information will only be shared with operationally essential personnel. For example, this includes security staff for access control purposes and caterers to capture dietary requirements.

What Legal right are you using to process:

Consent

What Information Will We Collect:

- Membership information:
 - Business point of contact full name
 - Postal address
 - email address.
- RSI Event Administration for attendees:
 - Name.
 - Role.
 - Organisation.
 - Contact email address.
 - Contact mobile number.
 - Vehicle registration.
 - Any special dietary requirements.

How we will use your information:

- **Membership administration:** To contact the business point of contact in order to complete membership administration, set up payments and communicate information

covering events.

- **RSI Event Administration for attendees:** We will use this data to complete event planning and administration. This will include the issue of invitations, planning catering and access control to various sites. These will vary between military locations and civilian corporate locations.
- **The Journal of the Royal Corps of Signals:** Corporate members physical address is used to distribute printed copies of the Journal.

Who is your data shared with.

- Membership donation invoices are shared with the RSTL accountant only. No membership information is shared.
- Event attendee information maybe shared with security staff for entry to a military and corporate sites.
- Dietary information will be shared with catering staff.

How we store your information.

- Information is stored electronically on MODNet and subject to the security protection as MOD OFFICIAL SENSITIVE documentation. Additionally physical addresses of corporate members are stored on the charity database held on a MOD system to support the distribution of printed copies of the Journal.

How long we keep your information for.

- Membership information will be stored for the duration of an organisation's RSI membership and for a period of 1 year after the cessation of a membership.
- Financial information is retained for 7 years after the cessation of a membership.
- Event related information will be stored for the duration of specific event planning, execution and closure. This will vary and typically is several months after which it is deleted from the IT system.

You Rights

When we ask you for information, we will keep to the law, including the Data Protection Regulations (2018) and the General Data Protection Regulations. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- right of access: You have the right to request a copy of the information that we hold about you.
- right of rectification: You have a right to correct data that we hold about you that is inaccurate or incomplete.
- right to be forgotten: In certain circumstances you can ask for the data we hold about you to be erased from our records • right to restriction of processing: Where certain conditions apply to have a right to restrict the processing.

- right of portability: You have the right to have the data we hold about you transferred to another organisation.
- right to object: You have the right to object to certain types of processing such as direct marketing.
- right to object to automated processing, including profiling: You also have the right to be subject to the legal effects of automated processing or profiling.
- right to judicial review: In the event that The Royal Signals Trustee LTD refuses your request under rights of access, we will provide you with a reason as to why.

You have the right to see the information that we hold on you at any time, by submitting a Subject Access Request (SAR) in writing by contacting the Data Protection Adviser (DPA) on the contact details below.

DPA
HQ R SIGNALS
Griffin House
Blandford Camp
Dorset
DT11 8RH

Or email:
commandengagement@royalsignals.org

Our Data Controller is the Secretary to the Board of Trustees:
Corps Secretary
Griffin House
Blandford Camp
Dorset
DT11 8RH
rsignalshq-corpssec-seo@mod.gov.uk

[For further information or to make a complaint please contact the ICO](#)
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

How to complain if you are not happy

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please initially contact:

DPA
HQ R SIGNALS
Griffin House
Blandford Camp
Dorset
DT11 8RH

Or email:
commandengagement@royalsignals.org

We will acknowledge the complaint within 30 days and respond without undue delay.

If you are not satisfied with the response to the complaint, you can contact:

MOD Information Rights Team Ground floor,
Zone D
Main Building
Whitehall
London
SW1A 2HB
Email: cio-dpa@mod.gov.uk

For independent advice about data protection, privacy and data-sharing issues, you can contact:

The Information commissioner at:
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.
Phone: 08456 30 60 60 or Fax: 01625 524510
Website: <http://www.ico.gov.uk>

Royal Signals Events (using MS Forms) DATA COLLECTION AND PRIVACY NOTICE

Who is the Data Controller: Royal Signals Assistant Corps Secretary, a MOD Civil Servant.

Why we ask for your personal information. The Royal Signals Events Team asks for personnel information for the following reasons:

- **Event Administration.** Serving and retired members may attend events using MS FORMS. To administer these events the Royal Signals Events Team must collect contact details and personnel information such as Passport details, email address and Spouse or Partner information. Information requirements will vary dependent on the event and is destroyed once the event is completed. Information will only be shared with operationally essential personnel. For example, this includes security staff for access control purposes and caterers to capture dietary requirements.

What Legal right are you using to process:

Consent

What Information Will We Collect:

- Event Administration for attendees:
 - Name.
 - Contact email address.
 - Contact mobile number.
 - Car Registration
 - Spouse / Partner / Guest name
 - Any special dietary requirements.

How we will use your information:

- **Event Administration for attendees:** We will use this data to complete event planning and administration. This will include the issue of invitations, planning catering and access control to various sites. These will vary between military locations and civilian corporate locations.

Who is your data shared with:

- Event attendee information may be shared with security staff for entry to a military and Royal Palace sites.

How we store your information:

- Information is stored electronically on MODNet and subject to the security protection as MOD OFFICIAL SENSITIVE documentation.

How long we keep your information for:

- Event related information will be stored for the duration of specific event planning, execution and closure. This will vary and typically is several months after which it is deleted from the IT system.

You Rights:

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DPA
HQ R SIGNALS
Griffin House
Blandford Camp
Dorset
DT11 8RH

Or email:
commandengagement@royalsignals.org

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Griffin House
Blandford Camp
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DT11 8RH

rsignalshq-corpssec-seo@mod.gov.uk

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Zone D

Main Building

Whitehall

London

SW1A 2HB

Email: cio-dpa@mod.gov.uk

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Cheshire,

SK9 5AF.

Phone: 08456 30 60 60 or Fax: 01625 524510

Website: <http://www.ico.gov.uk>