### **RSCDS East Lothian Branch PRIVACY POLICY**

#### What information do we collect?

When you become a member we collect your name, address and email address.

How will we use this information about you?

This information is used to administer your membership.

Will we pass this information to companies?

We pass your information to RSCDS, which operates its own Privacy Policy. This is accessible on the RSCDS website.

Information will not be shared with any other third parties, except where we have a legal basis for doing so in order to fulfil a legal commitment.

How do we keep your information secure?

RSCDS East Lothian Branch does not keep a record of your personal information, it is held on the RSCDS database, which is accessible to authorised members of the East Lothian Branch Management committee.

#### Other websites.

Our website may contain links to other organisations. This privacy policy applies only to our website. When you link to other websites, you are advised to read their Privacy Policies. We cannot accept responsibility for your use of these websites.

## Changes to our Privacy Policy.

Our Privacy Policy is reviewed regularly and we will place any updates on this web page.

# Your rights.

If you tell us that you do not wish to have your information used in the way we have specified, we shall respect your wishes.