

Privacy Policy for (group name) of The TR Register

This policy outlines how group name (XXXX) will collect, process and disclose personal information concerning its members. This is broken down as follows:

- Why we collect information?
- What information we collect
- Who we share your personal information with?
- How is your information secure?
- Managing your communication with us

XXXX take your privacy extremely seriously and take all reasonable steps to ensure your information is secure.

Why we collect information?

Personal information allows us to function and become more efficient. We may use this to communicate with you regarding XXXX activities and manage membership of XXXX.

What information we collect

Personal data collected is restricted to that needed for the purposes outlined above and comprises:

- Membership number and type
- Member's full name including initials and title
- Member's postal address
- Member's phone number(s), if provided
- Member's email address, if provided
- The names of any family members over the age of 18 years, if provided by member

Who do we share your personal information with?

Your data may be shared with the TR Register, with XXXX committee members or other XXXX members for liaison purposes on XXXX events/shows etc. It will not be shared with any other organisation.

How is your information secure?

Data is captured on a legitimate interest only basis either directly from the member or from the TR Register who provide the information to XXXX in a password protected document. XXXX seek to use all reasonable measures to protect your information. If you have any reason to believe that any personal information we hold is no longer secure, please contact us immediately.

Managing your communication with us

Members may ask at any time to know what personal data we have recorded on them or to make changes as to how they hear from us. Members may also request that XXXX stop processing, or remove, their personal data. If a member requests that their data be removed from the records, this will be completed within 28 days. Members will be made aware that should they request deletion of their data, no further communications from XXXX will be possible.

Group Leader – name
Group or personal email:

Data Processor – name

Date