# PRIVACY NOTICE

#### General Data Protection Regulations 2018 (GDPR)

#### (How we process branch members information)

We are the Espana Levante (ELS) Branch of the Submariners Association. In the ELS Branch we hold certain minimum personal data from our full and associate members. We have a ‘legitimate interest’ in holding and processing this data to enable the day to day running of the branch and to maintain contact with our members many of whom do not live locally to ELS. The Executive Committee of the ELS Branch is the designated Data Controller for the branch i.a.w the GDPR legislation and is obligated to maintain and protect this personal data.

We request the minimum contact data of members as part of the Membership Application Form completed by members when they join the ELS Branch. The willing submission of this data by you is accepted as the basis of your consent to your data being held by the branch to identify you and to allow contact with you for the duration of your membership of the branch and the association.

We have a ‘legitimate interest’ in holding certain minimum personal data to enable the branch to operate by:

* enabling the management of membership data.
* aiding financial control and planning.
* enabling monitoring of membership numbers.
* maintaining contact with our members.

As well as details of dates of submarine service and boats served on the personal data we collect and hold is restricted to some or all of the following identifiers - Name, Date of Birth, Membership number, Postal address, Phone numbers and email address where applicable.

We will not share any of this data with third parties without your consent (unless the law requires us to do so). However, as a condition of the wider membership of the National Association of the Submariners Association, we are required to share some of your personal data with: -

* The National Management Committee of the Submariners Association.

We will only retain your contact data for the duration of your membership plus 24 months or until you request that we delete it from our records. **You can request your personal data to be altered, updated, or deleted from our records at any time**. However, the complete deletion of your details from our records during your membership would create problems with the running of the branch and our ability to contact you regarding branch business including the collection of annual membership subscriptions therefore it would then become impractical for you to continue as a member.

We undertake to protect the security of all members personal data while in our care as required by the GDPR.

*If any of your contact details changes during your membership after joining the branch it is your responsibility to notify the branch of any changes to ensure you remain contactable*.

If you require more information about how the Submariners Association generally or the ELS Branch specifically stores, processes, and protects your personal data please contact the branch Secretary, either at a branch meeting or by email, to see a copy of the full branch ‘Data Privacy Policy’.

Also, if you would like to find out more about how we use your personal data or want to see a copy of the information about you that we hold or have any queries or complaints in respect of your data held by the branch please, in the first instance, contact the Branch Chairman at [malcolm290248@gmail.com](mailto:malcolm290248@gmail.com)

The contact details of the Agencia Española de Protección de Datos (abbreviated "AEPD") are either by phoning +34 901 100 099 - +34 91 266 35 17 or via email [prensa@aepd.es](mailto:prensa@aepd.es) or at AEPD, C/ Jorge Juan, 6, 28001, Madrid, Spain.