



Retired States
Employees' Association
Working for you.

Privacy Policy

1. Introduction

In this policy, whenever you see the words 'we', 'us', 'our', 'RSEA' or 'the Association', it refers to The Retired States Employees' Association, a Non-Profit Organisation registered with the Guernsey Registry, Registration Number NP204.

The **Retired States Employees' Association** represents, safeguards and advances the interests and rights of all those who have been awarded a pension, including a partial retirement pension, or who are entitled to a deferred pension, from the States of Guernsey Public Servants' Pension Schemes (PSPS).

Membership of the RSEA is open to all such people but a range of benefits is available only to Voting Members, i.e., those who have chosen to pay an annual subscription.

Further details about the RSEA can be found on the website - www.rsea.org.gg.

The RSEA Committee, whose members are elected annually at each Annual General Meeting, takes matters of data protection and personal privacy seriously. The purpose of this privacy policy is to explain how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

We will keep this page updated to show you what we do with your personal data.

This policy applies if you are a Member of the Association, whether or not you are a Voting Member, including if you are a member by virtue of being the surviving spouse or partner of a deceased Member, or if you use any of our services, visit our website, email, call or write to us.

Members are encouraged to read this Privacy Policy carefully and to address any questions by email to the Association's Data Controller at secretary@rsea.org.gg.

2. Legal basis for and types and purposes of data held

The RSEA only holds data that is consistent with its declared objectives. The legal basis for holding the data is the consent of the data subjects.

Data is limited to that which is necessary:

- To maintain an up-to-date register of Members names, postal and email addresses, and telephone numbers.
- To send a welcome letter and Membership Card when first joining the RSEA as a Voting Member.
- To contact Members by email, by telephone or by post to:
 - Notify them of meetings or other events, including Annual (AGM) or Extraordinary (EGM) General Meetings.
 - Draw their attention to, or invite their views on, matters that the Committee holds to be of concern or interest to Members within the RSEA's objective. Such matters to include, but not be limited to, the Rules and policies relating to, or any review thereof, the PSPS, or of local social policy or similar matters relevant to Members' interests.
 - Advise Voting Members of benefits available to them by virtue of paying an annual subscription.
- To record receipt of RSEA subscriptions, whether by deduction from pension payments, when authorised, or by other means.
- To allocate RSEA Membership numbers, and to issue Membership Cards to Voting Members, and to confirm their Membership status in response to any bona fide enquiry to the Secretary or Treasurer.
- To record attendance at, or apologies for absence from, meetings.

The RSEA does not hold or have access to details of individual pensions or payments.

The RSEA does not make individual data records available to any third parties in any circumstances.

The data is collected from Membership application forms, which may be in printed or digital format, directly from Members at meetings, from bank

statements showing receipts of subscriptions, and, in the case of States Payroll Numbers, from monthly reports of subscription payments received from the States Payroll Service.

Your activities and involvement with us will result in personal data being created. This could include references in minutes of meetings of how you have contributed to debate or consultation on our activities with regard to the PSPS or local social policy or similar matters that are relevant to Members' interests.

3. How data is stored

All information collected is stored in spreadsheets or documents on laptop computers retained by the Secretary and Treasurer. We also keep some hard copy files, such as Membership applications, AGM attendance records and correspondence and letters that we will have received from you.

Electronic information is password protected by authorised users. Our information is backed up regularly to external hard drives and/or to 'the cloud'.

4. Our website, cookies, and links to other sites

Our website uses 'cookies' to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites.

Our cookies help us to:

- Make our website work as you would expect.
- Remember your settings during and between visits.
- Improve the speed/security of the site.
- Continuously improve the content of our website.

We are not responsible for the privacy practices or the content of any other websites linked to our website. If you have followed a link from our website to another website you may be supplying information to a third party. If an external website requests personal information from you the information you provide will not be covered by our Privacy Policy.

5. Sensitive personal data

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about Members. However, there are some situations where this may occur.

When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission. In these situations, we collect the data from you directly.

6. Your rights

Members have the right to withdraw their consent at any time as well as to have access to their data and to correct or amend it.

If, at any time, you wish to amend or update your personal data please contact us by email to:

secretary@rsea.org.gg or by post to:

4, Elysian Terrace, St John's Road, St Peter Port, Guernsey GY1 1WZ

Further information about your rights and the method of making a complaint to the Office of the Data Protection Authority can be found by contacting:

The Office of the Data Protection Authority,
St Martin's House,
Le Bordage,
St Peter Port'
Guernsey
GY1 1BR

Telephone: [01481] 742074

Email: enquiries@opda.gg

Website: <https://www.odpa.gg/>

7. Review

This policy was prepared on 8th April 2024 and will be reviewed in light of experience and, at least annually, before each AGM.