



## Privacy Policy

This privacy policy explains how we use any personal information we collect about you when you use our website, engage with The Gallipoli Association, or attend one of our events.

### 1. 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 include you in photography or filming taking place at an event

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

- member subscriptions
- contract and supplier payments
- venue and event bookings
- online bookings and enquiries
- archive enquiries and research
- purchase of items from Quartermaster's Stores
- to send you journals, newsletters and event information

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

- recruitment
- requests made under data protection law or Freedom of Information

Personal information we collect may include:

- your name, title, and date of birth
- postal and email addresses
- phone numbers



- family and spouse/partner details
- relationships to Gallipoli ancestors
- current interest and activities
- Direct Debit bank details
- Gift Aid status
- online or event retail purchases
- employment information and professional activities

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 notice for more information.

## **2. Information regarding donations to the Gallipoli Association**

We collect information about you when you make a donation to The Gallipoli Association, or indicate a future bequest. This information will not normally be made publicly available; consent will be sought from the donor if an occasion arises in which the donor's name is required.

We also collect information about you relating to any financial support you give the Association, and this may be shared for processing purposes, e.g., with HMRC or your bank.

## **3. How will we use the information about you?**

We collect information about you in order to fulfil our public task and provide you with the service you have requested / are entitled to as a member. Depending on your membership, and the preferences you have indicated, data we hold may be used by us for the following purposes:

### **Communication**

If you consent we will send you information about activities and services of The Gallipoli Association that may be of interest to you, by post, telephone or email. If you have consented to receive marketing and later change your mind, you may opt out at a later date by changing your preference on the website, by clicking the unsubscribe button, by emailing [secretary@gallipoli-association.org](mailto:secretary@gallipoli-association.org) or using the contact details below.



# GALLIPOLI ASSOCIATION

TO REMEMBER, TO HONOUR, TO STUDY

Communications may include:

- Details of other products, services or events related to The Gallipoli Association, such as exhibitions, events or retail
- News and updates about The Gallipoli Association such as our marketing, learning or supporter e-newsletters
- Details of fundraising operations, including requests to consider giving financial support to Gallipoli Association projects
- Surveys for market research purposes
- Responses to complaints, legal claims or other issues

## Fundraising

There are some Membership and donation communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfill our contractual obligations to you. This would include Direct Debit confirmations, thank you and renewal letters, Member benefits, and queries regarding returned mail or bounced payments.

Your information may be used in the following ways:

- Data screening and cleaning to check if we have accurate contact details for you
- To claim Gift Aid on your donations

## Who might we share your information with?

We will not sell your details to any third parties, nor disclose personal data to any third parties or external organisations, other than trusted data processors and service providers carrying out work on our behalf. Examples of data processors would be mailing houses or bulk email distribution services. We set out our expectations and requirements, especially regarding how they manage the personal data they collect or have access to in line with the General Data Protection Regulation.

We will apply for your explicit and informed consent in the event that we require to share your data in any other way that is not covered in this policy.



## **4. How we keep your information secure**

The Gallipoli Association has implemented security procedures and rules to protect the personal data under our control from unauthorised access, improper use or disclosure, or unauthorised modification. All trustees, officers and data processors are obliged to respect the confidentiality of the personal data of our members and supporters.

## **5. Access to your information and retention**

You have the right to request a copy of the information that we hold about you: this is called a Subject Access Request. If you would like a copy of some or all of your information, please email or write to us at the address below.

We fully comply with the terms of the Data Protection Act (1998) and the General Data Protection Regulations (2018), and will respond to any requests to remove, change or provide any personal details you have given us under the terms of the Act and Regulations, including the right to be forgotten.

Your information will be retained within The Gallipoli Association's secure systems for as long as you continue to engage with The Gallipoli Association's services and events.

## **6. Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.



## 7. Filming/photography by The Gallipoli Association

Filming and photography may take place within The Gallipoli Association during special events and other occasions, and visitors will be notified of this through the use of posters and/or verbal instructions.

Visitors will be asked to sign a consent form if they are to feature prominently in any recording made, and these consent forms will be retained according to The Gallipoli Association's retention schedule in a secure environment.

## 8. Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you follow links to other websites you should read their own privacy policy.

## 9. Data controllers and how to contact us

The designated Data Controllers for The Gallipoli Association are:

- The Gallipoli Association – Chairman
- The Gallipoli Association – Membership Secretary
- The Gallipoli Association – Treasurer

You have a right at any time to stop us from contacting you for marketing or any other purpose.

Please contact us if you no longer wish to be contacted for any of above, or if you have any questions about our privacy policy or information we hold about you:

By post:

**The Gallipoli Association (Box 630)**

**Wey House**

**15 Church Street**

**Weybridge, Surrey**



**GALLIPOLI ASSOCIATION**

TO REMEMBER, TO HONOUR, TO STUDY

**KT13 8NA**

**United Kingdom**

By email: [secretary@gallipoli-association.org](mailto:secretary@gallipoli-association.org)

## **10. Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was updated in May 2018 in accordance with the General Data Protection Regulations 2018.