

# The Royal Engineers Association

(Registered under the Charities Act 1992 and a charity registered in Scotland)

**Patron: HER MAJESTY THE QUEEN**



All correspondence to:

**The Controller  
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23 May 2018

Dear REA Member,

We are writing to you as we understand that all those members and associate members of the Royal Engineers Association either as officials or branch members are on this email list. The purpose of this email is to ask you to consent to your personal details being held by the Association and utilised solely for the purposes of:

- Informing you of activities of the Association
- Informing you of events and meetings
- Keeping you up to speed on all things Association related

We are doing this now because on May 25th 2018 a new EU law called the General Data Protection regulation (GDPR) will apply to any organisation that holds and processes your personal data and there are certain rules, such as having to ensure that all persons have 'opted-in' to their personal data being held and used by any organisation. I am sure you have already seen many terms and conditions changes coming up on web sites and via your phone that require you to re-confirm that you opt-in.

The Association will include its data protection and distribution policy in its rules which are in the process of being revised and will be shared with all existing and any new members.

For now, I can confirm that personal data is held on Association Membership Data base.

That data could include some or all of the following:

- Your name
- Your gender
- Your age or date of birth
- Your phone number/s
- Your home address
- Your email

It is also probable that there are spreadsheets and other documents that might hold some or all of this data such as: name and addresses, email and telephone numbers. Any or all of this data is only used by the Association for the express purposes outlined above and you are able to request a report of what data is held and withdraw your consent once given at any time and request that all personal data held by the Association on you is deleted.

IF YOU ARE HAPPY TO OPT-IN TO ALLOW THE ROYAL ENGINEERS ASSOCIATION TO USE YOUR PERSONAL DATA FOR SUCH PURPOSES, PLEASE COULD YOU RESPOND TO THIS EMAIL - **REPLY TO** the membership administrator at the email address below

**membership@rhqre.co.uk**

WITH THE FOLLOWING WORDS.

**'I OPT-IN AND GRANT MY CONSENT FOR THE ROYAL ENGINEERS ASSOCIATION TO HOLD AND PROCESS MY PERSONAL DATA. I UNDERSTAND THAT I CAN WITHDRAW MY CONSENT AT ANY TIME BY SENDING AN EMAIL NOTICE TO THE THEN CURRENT MEMBERSHIP ADMINISTRATOR, OR REQUEST A COPY OF THE PERSONAL DATA THE ASSOCIATION OR ASSOCIATION ONLINE MEMBERSHIP MANAGEMENT SYSTEMS HOLD ON ME.**

If you believe your name has been included in this email list by mistake and you have no wish to be contacted by the REA, please respond and confirm whether you wish your personal data to be removed.

Kind regards

Kenneth Kirk

Controller  
REA