



THE REME CHARITY AND GENERAL DATA PROTECTION REGULATIONS 2018

This leaflet will explain how RHQ REME, The REME Charity and its subsidiaries¹ ask for your personal information, how we store and use your data and what your rights are regarding your personal data.

WHY WE ASK FOR YOUR PERSONAL INFORMATION AND REQUEST YOU KEEP IN TOUCH

Thank you for your service. Your commitment and achievements with the Corps of REME are appreciated, highly valued and The REME Charity wants you to be part of The REME Family throughout your career and beyond. We want to keep you informed about key events within the Corps and support you should you ever require assistance. By consenting to us holding your information we can keep in touch with you during your service, further career and retirement. It also allows us to administer any memberships, subscriptions and donations. If you would like us to hold your information for these purposes please complete the forms attached. The Days' Pay Scheme for serving members of REME, funds the majority of The REME Charity's annual budget which is used for Benevolence, Sports and Efficiency and Esprit de Corps Activities for serving and retired members of the Corps of REME. Other schemes are outlined below.

AVAILABLE MEMBERSHIPS, SUBSCRIPTIONS AND CHARITABLE DONATIONS

The REME Association

The REME Association provides comradeship and support for those that desire it and those who need it across the whole REME Family. It develops communities of interest and engagement to bring the like-minded together and provides practical help from within its own resources and from The REME Charity. If you have served for at least one day in REME you are a member of the REME Association for life. There are other routes to membership, such as for families of those that have served and other supporters of REME, and full information is available from RHQ REME. In all cases of membership and support, in particular if you are no longer serving and wish to maintain your support to The REME Charity with an annual voluntary charitable donation, please complete the attached forms. The suggested donation is £15 pa.

The REME Institution

The REME Institution fosters professional development amongst the serving and retired officers of REME and their close colleagues in Defence and Industry. Membership of the Institution includes a subscription to the Craftsman Magazine, REME Calendar, REME Journal, the Blue Book and invitation to lectures and events held throughout the year. Membership to the Institution is automatic through the Days' Pay Scheme for serving members and if you are no longer serving and wish to maintain your membership please complete the attached forms. Institution members are invited to consider making an additional annual voluntary charitable donation to support The REME Charity.

The Craftsman Magazine

The Craftsman Magazine is the monthly publication of the Corps of REME, should you wish to subscribe to the magazine please complete the attached forms.

¹ The REME Museum, The REME Association, The REME Institution, The REME Sports Association, raja, The REME Headquarters Officers Mess and The REME Headquarters Sergeants Mess.

raja

raja is a service available to all present and past members of the Corps of REME. It is a free service and their primary aim is to: Retain, Advice, Transition and Engage. Should you ask for raja assistance they might share your data with employers who are looking for employees with your skill set. They may also contact you with re-join opportunities and invitations to events.

Corps Welfare

Should you request assistance for Corps Welfare support the Corps Welfare Warrant Officer may share your data with organisations who will be able to assist you. Should you require financial assistance you will be referred to SSAFA or the Royal British Legion who are trained to handle your case work. As part of this process you will have to agree to your data being shared with charities who will be able to assist you. Your caseworker will be able to explain this in detail.

WHO IS YOUR DATA SHARED WITH

The data collected is shared with RHQ REME, the REME Charity and its subsidiaries. All these organisations are there to support you through your service and retirement. If you do subscribe to publications your data (name and address) will be shared with our Despatch Company² in order for them to send it to you. We have a strict agreement with the company about how they look after and treat your information.

HOW WE STORE YOUR INFORMATION.

The personal information you consent to give us is stored on an encrypted database, Customer Relationship Management (CRM). CRM is stored on an encrypted MOD server and is protected by a number of firewalls and additional security. The database is used by members of RHQ REME, including MoD Civil Servants and Charitable Employees. All employees are trained on the use of the database and must complete additional Data Protection training and Information Management training before they are granted access. This training is renewed annually. CRM is a fully managed system and there are procedures and policies in place to keep your information protected from misuse in accordance with the General Data Protection Regulations.

HOW LONG DO WE KEEP YOUR INFORMATION FOR?

Your information is kept in accordance with MOD retention policy. If you have a subscription and pay us every year we are legally obliged to keep these records for 6 years after this service has stopped. You do however have the right to be forgotten. In this case your name, address and date of birth will be anonymised with just the pertinent financial information to be kept. Should you wish to be forgotten please confirm this in writing. If you have an active subscription or membership or you have consented for us to contact you about future events then we will maintain your record until you tell us you would like us to delete it.

YOUR RIGHTS

You have a right to see the information that we hold on you at any time by submitting a Subject Access Request (SAR) in writing by contacting the Data Protection Officer (DPO) via the contact details below. You may also request your details be deleted from the database at any time by contacting the DPO in writing.

If you require additional information please contact:

DPO, RHQ REME, The Prince Philip Barracks, MoD Lyneham, Lyneham, Chippenham, Wiltshire, SN15 4XX

Or: 01249 894507

² Currently Document Despatch.

RHQ REME AND THE REME CHARITY DATABASE CONSENT FORM

Please complete this form in **Black or Blue Ink**

PERSONAL DETAILS

Title		Initials		Surname	
First Name				Former Surname	
Preferred Name				Date of Birth (dd mm yy)	
Spouse/Partner's Name				Post-nominals*	

*Note: Please include academic qualifications and professional memberships (i.e. MBE, BSc, MIET)

Address Line 1					
Address Line 2					
Town/City					
County		Post Code			
Country (if not UK)		Email Address			
Telephone Number		Mobile Number			
How can we contact you?*	By Phone <input type="checkbox"/> By Email <input type="checkbox"/> By Post <input type="checkbox"/>				

* Please tick the boxes stating how you wish to be contacted.

SERVICE DETAILS

Service Number		Date of Joining Date of Leaving (dd mm yy)	
Rank		Commission Type	

DATA PROTECTION

The RHQ REME and The REME Charity database holds personal information in order to provide support for its serving and retired members. We will use the information to contact you about the Charity and Corps events, process requests for Benevolence and other related Corps activity. For those serving we will use the information to administer your Days' Pay Scheme and Adventurous Training Grant. The REME Charity comprises: the REME Benevolent Fund, the REME Central Charitable Trust, the REME Museum Charity, the REME Sports Association, the REME Association and the REME Institution, therefore data is shared between these related organisations in order to conduct its business. RHQ REME and the REME Charity are legally bound by Data Protection Act 98 and General Data Protection Regulations 2018 to ensure that any data it holds on individuals is relevant, accurate and not excessive. Additionally it must be fairly and lawfully processed, held for defined purposes, be accurate and up to date, not kept for longer than necessary, processed in line with your rights and must be secure. We will ensure that all data held on our database is treated in accordance with these principles. Your data will not be sold to 3rd Parties.

By signing this form I am giving RHQ REME and The REME Charity explicit consent to process my information for the purposes stated on this form and I confirm that the details I have provided are correct.

	Yes/No
I agree to RHQ REME and The REME Charity contacting me with news updates, event notifications and targeted requests for assistance.	
I agree to RHQ REME and The REME Charity sharing my details with other REME personnel and REME Organisations (e.g. Branches)	

Signature		Date	
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THE REME CHARITY SUBSCRIPTION REQUEST AND DONATION FORM

Please complete this form in **Black or Blue Ink**

Description	Cost (per annum)	Tick as appropriate	Amount Payable
The REME Institution (for former officers) and The Craftsman magazine subscription.	£35		
The Craftsman Magazine subscription only.	£24		
The REME Charity annual voluntary charitable donation (suggested amount). If you wish to restrict your donation to The REME Association please tick here otherwise leave blank. <input type="checkbox"/>	£15		
For any additional annual voluntary charitable donation to the REME Charity (please enter annual amount).			
Annual Total			

PAYMENT ARRANGEMENTS

Options	Tick as appropriate
DIRECT DEBIT. I wish to pay by direct debit; a new mandate has been completed and is enclosed.	
I will send a cheque, made payable to the REME Charity, to RHQ REME by 31 Jan annually.	

DECLARATIONS

I **have / have not*** made an additional donation to the REME Charity and **do / do not*** agree to my donation being published in The Craftsman; this authority **does / does not*** cover any future donations to the REME Charity.

I have instructed my bank to cancel any previous REME Charity Standing Orders or Direct Debits.

GIFT AID

As a charity, The REME Charity not only benefits from donations, but is able to claim a refund of tax from HMRC if the donation has been made from an individual's income that has been subject to Income Tax or Capital Gains Tax.

I **would / would not*** like the REME Charity to reclaim Gift Aid on my current and future donation(s).

I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The REME Charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2018.

I will notify The REME Charity if I want to cancel this declaration, change my name or home address, or no longer pay sufficient tax on my income and/or capital gains.

I understand that if I pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to me, then I must include all my Gift Aid donations on my Self-Assessment tax return or ask HM Revenue and Customs to adjust my tax code.

(* delete as applicable)

Signature		Date	
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IF APPLICABLE PLEASE NOW COMPLETE THE DIRECT DEBIT MANDATE AND RETURN ALL FORMS IN THE ENCLOSED, PRE-PAID ENVELOPE OR TO:

RHQ REME, The Prince Philip Barracks, MOD Lyneham, CHIPPENHAM, Wiltshire, SN15 4XX