

The Association of Lighthouse Keepers Respects Your Privacy

Registered address : Tigh Corrie, East Kilcoy, Muir of Ord, Ross-shire, Scotland, IV6 7SF

We are registered as a Charity with the Charity Commission and our registration number is 1089142

We comply with the Data Protection Act 1998, and electronic communications are made in accordance with the Privacy and Electronic Communications Regulations (PECR). We are also taking all necessary steps to comply with the European General Data Protection Regulation which comes into effect in May 2018.

We collect the personal data that you may volunteer as part of your enrolment in membership, during your period of membership or as part of a membership gift by a friend or family, when you purchase items from the Association's shop or sign up to participate in events that the Association may organise, including the Annual General Meeting. Personal information we collect may include:

- your full name and title
- postal address, email address and telephone number
- whether you worked for a lighthouse authority as a keeper or in another role
- payments made to the Association, though this will never include credit card or bank account information

We will also collect and hold information about any contact you have with us as a supporter of the Association or a person who makes enquiries of us, and this may include details of:

- event attendance
- retail purchases
- contact preferences
- Gift Aid status
- details of correspondence sent to you, or received from you
- current membership status
- any other information provided by yourself at the request of the Association

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, by directing you towards this notice.

Depending on your relationship with the Association, and any opt-outs you may have indicated, data we hold may be used by us for the following purposes:

- To send you by post our Welcome Pack, upon first joining, and your annual membership card(s) each year upon renewal
- To advise your local Regional Representative when you first join the Association so that they can make contact with you and welcome you to the Association. This contact would normally be by email or by post
- To send you reminders, by email and/or post, about membership renewals
- To send you by post our quarterly journal, Lamp
- To advise you by email (if you have given us an email address) of the arrangements for the Annual General Meeting in September each year, which every member has a right to attend. (This will also be included in Lamp)

- To send you promotional, marketing or fundraising information by email. These would never amount to more than 5-6 in any one year and will always relate only to ALK membership benefits. These types of communications can include:
 - Informing you of products, services or events organised or provided by the Association, such as exhibitions, events, or retail offers.
 - News and updates about the Association.

We will not use email to promote events or products that are not part of the ALK's programme of activities, though we will use the ALK events webpage (www.alk.org.uk/events/events.html), our Facebook and Twitter accounts and Lamp to promote outside activities and products that might interest members, such as the International Lighthouse Heritage weekend, books written by members and so on.

We will never contact you by telephone or by text message unless you have asked us to for a specific reason.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes. We protect your personal information and adhere to all current data protection act legislation with respect to protecting privacy. We do not give out, sell or trade our members' personal data with third parties, with one exception:

- Our quarterly journal, Lamp, is mailed by post to all current members and this is carried out by an external contractor with whom we share names and postal addresses each quarter. The contractor does not retain or pass on any of this information to any other person. business or organisation.

If you choose to terminate your membership of the Association, or it lapses despite renewal notices, all of your data will be deleted from our records within 2 years of your advising us or of your membership lapsing, unless you've authorised Gift Aid on your membership subscription in which case HMRC (Her Majesty's Revenue and Customs – Tax Office) will require us to hold such information for a period of 6 years (HMRC)

If at any time you no longer wish to receive communications from us, and this would include such things as reminders about membership renewal, copies of Lamp and so on, simply contact us by email at secretary@alk.org.uk or write to the registered Association address shown at the top of this notice.

The Association of Lighthouse Keepers

February 2018

