

Consent Form

Organisation name: The King's Own Scottish Borderers Association Company Number SC241125
Legal form Charity registered in Scotland Scottish Charity Number SC033882

The King's Own Scottish Borderers Association takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Policy. If you consent to us collecting and processing your personal data, please tick the boxes indicating your agreement.

Please also note that the consent information will also be held in accordance under the Data Protection laws and regulations. Please tick the boxes to indicate your agreement as appropriate.

My name: [Click or tap here to enter text.](#)

My address: [Click or tap here to enter text.](#)

I am a:

Member of the Association A Volunteer

I confirm that I have been provided with a copy of the The King's Own Scottish Borderers Association Privacy Notice prior to giving consent.

I consent to you processing my personal and sensitive personal data for the purpose of my membership of the Association, the activities I undertake and donations I make.

I consent to you processing my personal and sensitive personal data for the purpose of my support of the Association, the activities I undertake and donations I make.

The King's Own Scottish Borderers Association would like to keep in touch with you from time to time. To do this we will need to retain your data on our systems. Please indicate those ways we can contact you:

By any means listed

By mail

By email

By telephone

By text message / SMS

The King's Own Scottish Borderers Association may contact me about:

My membership of the Association My support and supporting activities

Fundraising and fundraising activities Association news, updates and other activities

Please do not contact me

Signature: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Please now return this form, either electronically or in hard copy by post, to:

Secretary@kosb.co.uk

or

The King's Own Scottish Borderers Association
The Barracks
The Parade
Berwick upon Tweed
TD15 1DG

Privacy Notice

About us

The King's Own Scottish Borderers Association (*we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Our registered office is:

The Barracks
The Parade
Berwick upon Tweed
TD15 1DG

We are a Charity registered in Scotland, registration number SC241125 and are registered with the Information Commissioner's Office and listed on the Register of Data Controllers under registration number SC033882; we act as a Data Controller and Data Processor.

Our Data Protection Lead is Peter Walton and he can be contacted at the above address.

Information we process

The data we collect is set out on page 4. How long we keep your data is set out on page 6.

Why we process your data

The King's Own Scottish Borderers Association takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time.

The purposes and reasons for collecting and processing your personal data are:

- The performance of the relationship between you, as an Association Member or Volunteer, and the Association;
- You have made a donation The King's Own Scottish Borderers Association which may or may not be

- subject to gift aid;
- You have previously expressed an interest in, or benefited from, the works of the Association and wish to remain informed about our work and fundraising;
- Fulfilling our legal obligation for compliance, business accounting and tax purposes.

Collecting your data

We collect information using the following methods:

- Paper forms;
- Telephone calls;
- Email;
- Face to face.

Our website collects website usage information via Cookies.

Data we collect

The King’s Own Scottish Borderers Association processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

The personal data we collect varies depending on your relationship with us. Typically, this could include some or all of the following as appropriate or necessary:

| Association Member | Volunteer | Corporate beneficiary | Event attendee |
|--|---|---|--|
| <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Contact Address(es) • Contact Email(s) • Contact Telephone Number(s) • Consent information • Passport Number • Bank account number & sort code • Rank • Spouse & guests • Contact preferences • Contact history • Dietary requirements • Accessibility requirements • Special skills • Subscriptions paid • Events attended and your guests | <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Contact Address(es) • Contact Email(s) • Contact Telephone Number(s) • Consent information • Passport Number • Driver’s License Number • PVG outcome • Contact preferences • Contact history • Dietary requirements • Accessibility requirements • Activity preferences | <ul style="list-style-type: none"> • Name • Contact Address(es) • Contact Email(s) • Contact Telephone Number(s) • Contact preferences • Contact history information • Benefit received • Bank account number & sort code • Legal entity registration number | <ul style="list-style-type: none"> • Name • Gender • Contact Address(es) • Relationship to Member or Volunteer • Dietary requirements • Accessibility requirements • Events attended |
| | | | Donor |
| | | | <ul style="list-style-type: none"> • Name • Home Address • Contact Email(s) • Consent information • Tax status • Bank account number & sort code • Contact preferences • Contact history • Amounts donated • Gift aid recovery |

Legal bases of processing

Member and Supporter data is processed on the basis of consent. We will seek your consent to hold and process your data using the form appended to this Privacy Notice.

Donor data is processed on the basis of fulfilling a legal obligation where that donation has been made under gift aid. For other donors we may process your personal data for the purposes of our legitimate interests, provided that these uses are not outweighed by your rights or interests; you may opt out by contacting us via Secretary@kosb.co.uk

Beneficiary data is processed on the basis of fulfilling a legal obligation and legitimate interest.

Event attendee data is processed on the basis of fulfilling a legal obligation and legitimate interest; we wish to ensure, among other things, that you are both able to gain access to the event you are attending and have any special dietary needs met.

Your Rights

You have the right to access any personal information that The King's Own Scottish Borderers Association processes about you and to request information about: -

- What personal data we hold about you;
- The purposes of the processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has/will be disclosed;
- How long we intend to store your personal data for;
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and disclosing your personal information

We may disclose your data to our affiliated organisations and subsidiaries, and to service providers who render services to us or you on our behalf (all of which are contractually obligated to act only on our instructions and in accordance with applicable laws, including GDPR). We also may disclose your information if required by law, requested by law enforcement authorities or to enforce our legal rights, such as pursuant to a subpoena or to HMRC when you claim Gift Aid. We may share your information in connection with a sale or reorganisation of JustGiving, but in any such case, the terms of this Policy will continue to apply.

Our service providers may include:

- Auditors – we are obliged to have an audit of our financial statements each year;
- Business consulting – we may obtain business support for governance, risk management and compliance as deemed necessary;

- Communication providers – to assist us with the processing and delivery of email, bulk mail and other communications;
- Legal services – occasionally it may be necessary to share data about specific individuals to ensure that their or our needs are properly addressed or protected;
- On-line donation services – these may be used by contributors to make donations to us;

Safeguarding Measures

We take your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to us however, as this information is required for us to provide you with our services/deliver your products/legitimate interests, we will not be able to offer some/all of our products or services without it.

How Long We Keep Your Data

We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. The length of time we keep your data for varies depending on your relationship with us. Typically, this will be one of the following:

| Association Member | Volunteer | Donor | Corporate beneficiary | Event attendee |
|--|--|---------------------------------------|---|---|
| Your name, addresses, date of birth, rank, and other data will be held indefinitely. | Two years beyond the date of your last supporting or volunteering activity | Six years beyond the date of donation | Six years beyond the receipt of benefit | Where attached to an Association Member, in accordance with the Association Member retention. |
| All other data will be securely destroyed six years following the cessation of membership. | | | | Otherwise, six months beyond the date of the event. |

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Special Categories Data

Owing to the nature of our purpose and the charitable benefit that we offer, The King’s Own Scottish Borderers Association sometimes may need to request sensitive personal information from you to ensure that you are properly supported when attending a meeting, an event or function. Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent through a signature. You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

Lodging a complaint

The King’s Own Scottish Borderers Association only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a

complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you may lodge a complaint in writing or by telephone.

You also have the right to lodge a complaint with the supervisory authority.

| Our details | | Information Commissioner's details |
|--|--|--|
| Peter Walton Data Protection Lead secretary@kosb.co.uk 01289 331811 | The King's Own Scottish Borderers Association The Barracks The Parade Berwick upon Tweed TD15 1DG | 45 Melville St, Edinburgh EH3 7HL 0131 244 9001 |