

## Privacy Notice – UKCEB trading as TEAM DEFENCE INFORMATION (TD-INFO)

Heading	Text
<b>Who we are</b>	<p>UKCEB trading as TEAM DEFENCE INFORMATION (hereafter referred to as TD-Info) is a not-for profit limited company with a Committee of (volunteer) Directors. We are a membership organisation aimed at collaborating and optimising the value from business information working across Team Defence.</p> <p>Team Defence Information is the name of our legal entity and the data controller for all the personal data that you provide. Our registered company number is 04716140 (England and Wales) and our registered address is 6a Pinkers Court, Briarlands Office Park, Gloucester Road, Rudgeyway, BRISTOL, BS35 3QH.</p> <p>The purpose of this policy is to make you aware of how we will manage your personal data.</p>
<b>What data we collect</b>	<p>TD-Info is a professional association that exists for the benefits of our members. We maintain up to date records of all of our members in order to provide membership services including access to intellectual property, events and networking opportunities. We issue a monthly bulletin which you subscribe to on registration.</p>
<b>What we do with your data</b>	<p>We use your personal data to grant and renew your membership on an annual basis, which includes invoicing and collecting payments. If you register for members' area access on our website, we use your email address to send you the monthly bulletin and occasional other communications relevant for members.</p>
<b>Keeping it safe</b>	<p>All personal data is kept on secure servers in UK-based data centre(s) and is accessed only by TD-Info staff as well as the individual member being able to access his/her data.</p>
<b>Our lawful basis for collecting your data</b>	<p>The legal basis for maintaining membership records is contractual. For the bulletin service we rely on your consent, which you give us by subscribing – you may withdraw consent at any time.</p>
<b>Sharing information with other data processors</b>	<p>We do not share our members' data with anybody.</p>
<b>Storage and retention of your data</b>	<p>We maintain membership records for up to 2 years after your membership ends, so that we can restore your membership if needed.</p>
<b>Subject access request</b>	<p>You have the right to request that we give you a copy of the data we hold about you. This is called a 'Subject Access Request'. However, when you sign-in as a Member, you can view and edit your own data.</p>
<b>Right to deletion</b>	<p>You have the right to request that we delete any data that we hold on you if you are no longer an active member.</p>
<b>Right to restrict processing</b>	<p>You have the right to request that we restrict processing of your information:</p> <ul style="list-style-type: none"> <li>• if you believe the information that we hold is incorrect, or</li> <li>• if you can show that our processing is unlawful, or</li> <li>• if you want us to stop processing your data but you do not want us to erase it (for example, you may wish us to hold it for legal reasons, to defend a legal claim).</li> </ul>
<b>Right to rectification</b>	<p>If your details are incorrect, incomplete or have changed, you can contact us to request that we update your information at: <a href="mailto:secretariat@teamdefence.info">secretariat@teamdefence.info</a>. However, when you sign-in as a Member, you can view and edit your own data.</p>
<b>Right to complain</b>	<p>You have the right to complain about our processing to the Information Commissioner if you believe we are not processing your data in a proper manner. <a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a></p>
<b>Privacy Policy last updated</b>	<p>18<sup>th</sup> May 2018</p>