



**THE ROYAL COMMONWEALTH SOCIETY**  
AT THE COMMONWEALTH CLUB

## Royal Commonwealth Society Data Protection Statement

1. The Royal Commonwealth Society (RCS) is committed to processing, storing and using personal data fairly and lawfully in accordance with the Data Protection Act 1998.
2. The RCS will abide by the eight principles of the Data Protection Act 1998. Information shall be:
  - I. Fairly and lawfully processed;
  - II. Processed for limited and lawful purposes;
  - III. Adequate, relevant, limited and not excessive;
  - IV. Accurate and up to date;
  - V. Not kept for longer than is necessary for its purpose;
  - VI. Processed in line with the rights of data subjects as described in the Data Protection Act 1998;
  - VII. Held securely to protect against unauthorised and unlawful processing or accidental loss, destruction or damage;
  - VIII. Not transferred to other countries without the assurance that there is an adequate level of protection for the rights and freedoms of data subjects in those countries.
3. The RCS has notified the Information Commissioner that the charity is processing information in accordance with the Data Protection Act 1998.
4. The RCS holds personal data about RCS members, trustees, supporters, business contacts, staff and volunteers, and individuals involved in RCS events.
5. Data is held in order to provide services to RCS members, to administer the charity, and to provide educational activities in pursuance of the RCS's charitable objectives.
6. Data held by the RCS will not be disclosed to any third party without the express permission of the data subject. This permission will be obtained through opt-out boxes when data is collected. Data will only be disclosed to third parties when those parties are RCS partners, when the data is in relation to the RCS's charitable objectives, and when the disclosure will be judged to benefit the data subject.
7. The RCS is committed to upholding the rights of data subjects in accordance with the Data Protection Act. In particular, the RCS will uphold the right of individuals to find out what information is stored about them in paper and electronic records.
8. This statement will be made available to all data subjects before they provide information to the RCS, and will be available on the RCS website.
9. The data controller is the RCS Director-General.