

MEMBERSHIP PRIVACY NOTICE

This privacy notice provides information on how the Rolls-Royce Heritage Trust (**Trust**) collects and processes your personal data.

1. Important information and who we are

The Rolls-Royce Heritage Trust Company Ltd by Guarantee (company number 05979619) is the data controller and responsible for your personal data. You may contact us at:

PO Box 31

Derby DE24 8BJ

Tel: 01332 242290

Email: heritage.trust@rolls-royce.com

2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you to maintain our membership and provide you with information and services about us. This personal data includes:

- Name, title, address, email address and telephone number
- Payment details (bank account or card details)
- Attendance at any events or volunteering activities
- Training provided for any volunteering
- Marketing or communication preferences

We will collect this data from you to properly manage and administer your membership contract with us or completing your order for books. To process your personal data, we will rely on the lawful bases of: performance of a contract; consent for any health data you may provide; compliance with a legal obligation to which we are subject; protection of vital interests; and our legitimate interests.

3. How we use your personal data

We will only use your personal data for the purpose for which we collected it, which include the following:

- To register you as a new member
- To process and maintain your membership
- To send you our books, members' journal or other information about our activities
- To invite you to participate in volunteering opportunities, attend lectures, events or other branch activities
- To ensure your health and safety when volunteering, or participating in any of our lectures, events, or branch activities
- To comply with a legal obligation.
- To send Trust communications to you, where you have opted in to receiving such communications.

4. How we retain your personal data and keep it secure

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected and continue to process it, and to comply with any legal, accounting or reporting requirements. We have implemented appropriate physical, technical and organisational measures to ensure that the security of your data is maintained. Our service providers, such as Rolls-Royce plc which processes your membership data on our behalf, are required contractually to do the same.

5. How we share your personal data

We may share your personal data with third parties where required by law, where necessary to manage your membership or where we have another legitimate interest in doing so. For example, we will share your address with our publisher to send you our journal or with our branch secretaries or nominated person to communicate with you and they are required to take appropriate security measures to protect your personal information. We will not sell your personal data to any third parties.

6. International transfers

We process and store your personal data within the UK. If it becomes necessary to transfer your personal data outside the UK, for example, where you are a member of our Indianapolis branch, we will only do so with the appropriate safeguards in place.

7. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data and you are not required to pay any charge for exercising them. If you make a request, we have one month to respond to you:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

8. Further details

If you are looking for more information on how we process your personal data, please contact us at heritage.trust@rolls-royce.com.