



# The Royal Army Service Corps & Royal Corps of Transport Association



## Life Membership – Application Form

Please fill in all details requested below and send to: *RASC & RCT Association Secretary, RHQ The RLC, Building 204, Worthy Down Camp, WINCHESTER, Hampshire, SO21 2RG.*

**Personal Details:**

Full Name	<input type="text"/>		
Army Number	<input type="text"/>	Rank on Discharge	<input type="text"/>
Decorations (e.g. MBE)	<input type="text"/>	Corps Served in	<input type="text"/>
Full Postal Address	<input type="text"/>		
E-mail Address	<input type="text"/>		
Telephone	<input type="text"/>		
Mobile	<input type="text"/>		
Date of Birth (DD/MM/YYYY)	<input type="text"/>		

**Branch:**

If you would also like to join one of the Association’s Branches, please state this below:

I would like to join

**Life Membership Fee:**

Please note a fee of £6.00 is payable, this will be collected by the Branch that you are joining. However, if you do not wish to join one of the Branches please send a cheque with your form made payable to the “RLC Trust Fund”.

**Data consent confirmation (tick to confirm consent/understanding):**

I have read the RHQ the RLC Data Protection, Privacy and Communications Policy and consent to the RASC & RCT Association holding my data for the purposes described

I am happy to receive mail from the Association

I am happy for the Association to contact me by e-mail

I am happy for the Association to contact me by telephone (this will only be done in exceptional circumstances e.g. late notice cancelation of an event)

I understand that I may request that my data is deleted or amended or ask for a copy of what is held, by contacting the RASC & RCT Association Secretary

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **RHQ THE RLC DATA PROTECTION, PRIVACY AND COMMUNICATIONS POLICY**

### **General**

The privacy and security of your data is very important to us. This policy explains what we collect and how we use and safeguard it.

### **Personal Data and Collection**

Your personal data is any information which identifies you, or which can be identified as relating to you personally (for example, name, address, phone number, email address). We will only collect the personal data that we need, and provided by you, for the uses set out below:

- We will record whether you are a subscribing member of The RLC or Forming Corps Officers' Clubs and/or Associations and will process cheques or bank standing order mandates as required, but we will not retain these or record any banking information about you.
- No change will be made to the information we have collected.
- Information will be destroyed when no longer required or irrelevant.
- We do not hold sensitive information (e.g. racial origin, political persuasion, sexual orientation etc.).

### **What is the Information used for?**

We will use your information to:

- Communicate with you and keep you informed of RHQ The RLC and Forming Corps news and activities.
- To service your Officers' Club and/or Association Membership. This includes sending information by email and mail, for example Newsletters (e.g. The Waggoner) and The Sustainer.
- Dealing with your enquires and requests.
- Administering membership records.

### **Protecting Your Information**

Your personal information will:

- Only be used for the purposes stated and only information we need will be collected.
- Only be seen by those in RHQ The RLC who need it to do their work.
- Not be shared with any third party, including other Officers' Club and Association Members, without your permission.
- Be retained only for as long as it is required for the purpose collected.
- Where necessary, be kept up to date.
- Be protected from unauthorised or accidental disclosure

We will provide you with a copy of your personal information on request. Changes you provide, inaccurate or misleading data will be corrected as soon as possible. The above principles apply whether we hold your information in electronic or paper form.

### **Your consent**

By providing us with your personal information you consent to the collection and use of it as described in the policy. You can change your preferences at any time in the future by contacting RHQ The RLC.