



THE BRITISH RESIDENTS' ASSOCIATION OF SWITZERLAND

BRA PRIVACY POLICY

To operate effectively the BRA needs to hold sufficient personal information to administer the Association and communicate with its members. To do so, each member gives the BRA use of personal data viz., name, postal address, email address, phone number and permission to take photographs. A member may see any of their personal data held by the BRA or withdraw permission for the BRA to collect, store or use all or part of their personal data. Suspected data breaches should be reported immediately to the Secretary or Chairman who will take appropriate action.

The BRA, its office-holders, and members, will;

1. Use members' personal data only for the purposes of club administration, notifying members of events, providing information of interests to members and aiding contact between members.
2. Keep personal data secure with access to it being on a "need to know" basis.
3. Not sell or use personal data for commercial purposes and not provide contact details or personal information to others without the individual's permission.
4. Destroy any member's personal data held when that member requests BRA to do so or when the information is no longer required to support club membership."

The BRA will contact members by electronic means (such as email or the BRA Website), telephone, or written notice or letter. If a member does not wish to receive communication from the BRA through any of these means, they should inform the Secretary. That could result in restrictions on information passed to that member.

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Graham Robertson
Chairman BRA
25 May 2018