



TABS
— INTERNATIONAL —
TOGETHER • ACHIEVING • BELIEVING • SUSTAINING

DATA PRIVACY PROCEDURES

What happens when we first communicate with you

- We will ask you if you are happy for us to hold specific personal data. This is likely to include your name, address, email and bank details.
- You will be able to choose whether we can;
 - a) continue to stay in touch with you and
 - b) what is your preferred method of communication. You will be made aware that if you refuse certain personal information we may not be able to stay in touch or offer you ongoing communication with TABS International
- We will only hold data for the minimal length of time required

How we will keep your data safe:

- We will carry out an annual audit of the data we hold. This will include the necessity of holding the data. All unnecessary or out of date data will be deleted
- Paper records will be kept in secure locations and all data held on electronic devices will be encrypted

What you can do if you are not happy with how we keep your data

- To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary of TABS International at PO Box 6717, Bedworth, Warwickshire, CV12 2DG. WE commit to respond to you within one calendar month.
- If you are not happy with our response you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF