

**DATABASE PROTECTION ACT**  
**THE ROYAL BRITISH LEGION SCOTLAND - WEBSITE**

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### **The Data Protection Act 1998**

The Data Protection Act 1998 provides the legal framework that defines how personal information can be used.

### **The Royal British Legion Scotland Privacy Statement**

The Royal British Legion Scotland is fully committed to compliance with the Data Protection Act 1998. The following principles will be applied when we handle your personal information:

- Your personal information is only used with your knowledge
- Only information that we actually need is collected
- Your personal information is only seen by those who need it to do their jobs
- We will not pass your personal information on to any other organisation without your agreement unless required to do so by the law
- Personal information is retained only for as long as it is required
- We will, where necessary, keep your information up to date
- Your information will be protected from unauthorised or accidental disclosure
- We will provide you with a copy of your personal information on request
- Inaccurate or misleading data will be corrected as soon as possible
- These principles apply whether we hold your information on paper or in electronic form.

## **Contact details**

All correspondence relating to Data Protection, including requests for copies of the personal information we may hold should be sent to:

The Legion Affairs Officer  
The Royal British Legion Scotland  
New Haig House  
Logie Green Road  
Edinburgh EH7 4HR

Telephone No: 0131-557-2782

email: [lao@rblscotland.org](mailto:lao@rblscotland.org)

<http://www.rblscotland.org/dp.faq.asp>

## **Further Information**

Further information and advice about data protection is available from:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: +44(0)01625 545 745

<http://www.dataprotection.gov.uk/>

## **Further information.**

Further information and advice about the Freedom of Information Action is available from:

The Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St. Andrews  
Fife KY16 9DS

<http://www.itspublicknowledge.info>

Telephone No: 01334 464610

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