



Data Protection

The Royal Hospital takes your data protection very seriously and strives to ensure all data is held securely on its systems.

When we ask for any forms personal data we will give clear explanation of the reasons for requesting the information and for what the information will be used for.

Once you have read please sign the section at the end stating you have read and understood the document.

Personal Data Protection Policy Notice

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data.

The Royal Hospital Chelsea (RHC) is a Controller of the personal data you (data subject) provide us. As an applicant, we collect the following types of personal data from you:

- Name
- Contact details
- Photograph
- National Insurance Number
- References
- Service History
- Employment History
- Medical History
- Financial and Pension Information

This list is not intended to be exhaustive.

2. Why we need it

We need your personal data in order to assess and process your application to become a Chelsea Pensioner.



3. What we do with it

Your personal data is processed in RHC located in England. Hosting and storage of your data takes place at the RHC which is located in England.

No third party providers may have access to your data, unless specifically required (e.g. Army Records) or by law.

4. How long we keep it

If successful, your application documents will form part of your In-Pensioner file which is kept whilst resident at the RHC plus 7 years according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed.

If unsuccessful, your application documents will be kept for a maximum period of six months. After this period, your personal data will be irreversibly destroyed.

You are welcome to view our Data Retention Policy for more information on our personal data retention schedule.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact the Admissions Officer in the first instance or complete a Data Subject Access Request Form available from the Chief Clerk.

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Officer at dpo@chelsea-pensioners.org.uk or in writing at Royal Hospital Chelsea, Royal Hospital Road, London SW3 4SR. We will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Information Commissioner's Office and file a complaint with them.

All applicants have the right to request rectification and/or erasure of personal data or restriction of processing concerning the data subject, or to object to processing as well as the right to data portability. However, where data is required for the purposes of an application, it cannot be erased if you wish to continue with the application process.



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Please sign and return this page to the Admissions Officer with your application form to show that you have read and understood the Personal Data Protection Policy Notice.

Name (Print).....

Signature.....

Date.....