

UNA LASER DATA PRIVACY POLICY DATA FOR ALL OFFICERS OF GROUPS AFFILIATED TO LASER

This Policy was approved by the LASER Executive Board in 2026 and is issued in accordance with the Data Protection Act 2025.

Who we are

We are the London and South East Region (LASER) of UNA-UK. We bring together:

- All United Nations Association UK (UNA-UK) branches/groups and youth groups in the geographical area of London and South East Region of the UK and other branches and youth groups as invited;
- All individual members and supporters, corporate members and other affiliated bodies, not being members of a branch or of UNA-UK, who are attached to LASER, including subscribers of LASER *Pulse* newsletters;
- Individual members and supporters of UNA-UK, or local members and supporters of branches within the region who choose to join LASER.

Associated parties

Associated parties are defined as

- Members of organisations of which LASER is a member;
- Members of organisations with whom LASER sometimes work closely or campaign, including partner organisations, embassies and high commissions, faith and belief groups;
- Speakers and contributors to LASER events;
- Representatives of the UN, its agencies and programmes.

General

LASER (we) have an obligation to inform all persons on whom we hold data (you) that we keep and process personal data about you for the purposes of legitimate interest (*) and that we manage such data as described in this privacy notice. See Appendices for details of personal data, data collection and processing.

Data processors

Our data processors include:

- elected officers
- elected executive members
- co-opted executive members
- authorised associated parties
- internet service providers under contract
- email service providers
- authorised volunteers.

Storing of personal data

We need to process your data in a timely and efficient manner, storing it in a usable, maintainable and secure system accessible only to our authorised data processors.

Storing your personal data may include:

- A personal computer or mobile phone of a data processor;
- A physical diary or address book of a data processor;
- Email distribution list with the distributor for LASER *Pulse* newsletters and notices.

Your personal data will be:

- Held securely with access control;
- Updated periodically;
- Used for the specific purposes for which it is collected;
- Disposed terminally when no longer required.

You may at any time unsubscribe from our mailing lists, such as for our *Pulse* newsletters.

The data we hold will not be used for any purpose other than as set out in this privacy notice and will not be shared with, exchanged with, passed on to, or sold to any third party without your consent.

Rights

- You may request a copy of the personal data we hold about you.
- You may ask us to rectify incorrect or incomplete data.
- You may request us to delete or stop using this data.
- We will work with you on this request, seeking completion within one month.

You have the right to lodge a complaint with the Office of the Information Commissioners if you believe we have not carried out our data processing responsibilities satisfactorily. Go to <https://ico.org.uk/make-a-complaint/> You may contact us at any time, by contacting LASER at contact@unalaser.com.

APPENDIX 1

Personal data

We collect your personal data for the purpose of processing as described in the Data processing section. This may include some or all the following:

- Name
- Age *
- Joining start and end dates
- Role(s), with start and end dates
- Home address *
- Home telephone number(s)
- Personal mobile number(s)
- E-mail address(es)
- Partner's name *
- Mobility needs *
- Food allergy (ies) *
- Bank details *
- Credit card details *
- Social media identity details
- Video conferencing chat contents

Data marked * will only be collected contingent on our specific processing needs, which will be made clear and your consent sought prior to data collection.

LASER, as a group associated with UNA-UK, may be obliged to provide some of your personal data to UNA-UK. This data exchange will be undertaken by the LASER Chair or Secretary. UNA-UK may pass on this personal data to other UNA systems. The UNA-UK privacy policy at <https://una.org.uk/privacy-policy> provides more data.

Periodically, we may ask you to confirm or update your personal data, such as your email address(es) and phone number(s).

APPENDIX 2

Data collection

Collecting your personal data may occur in the following ways:

- A face-to-face conversation with an officer or executive member of LASER;
- A paper or document received by hand by an officer or executive member of LASER;
- A letter received through the post addressed to an officer or executive member of LASER;
- An email received at an email address of an officer or executive member of LASER;
- An electronic document (Word, Excel, PPT, PDF) as an email attachment;
- Through a phone conversation with an officer or executive member of LASER ;
- Through a voice, text, WhatsApp or Signal message sent to an officer or executive member of LASER;
- Personal referrals and online sources;
- Through a Zoom, Teams or other online conversation with LASER;
- A submission through a contact form on the LASER website or in a distribution account;
- A submission through a LASER Eventbrite notice;
- A comment on a LASER website page or post;
- Branch/Group officers and committee members, and some partner organisations may acquire your personal data and share them with us;
- Membership list received from the UNA-UK membership database or from UNA branches/groups

Where possible, personal data is collected only from you and not from any other source.

APPENDIX 3

Data processing

To process your personal data as described above, we must show 'legitimate interest' in so doing. This constitutes the lawful basis for UNA LASER to use your personal data as described in this data privacy policy. This does not require your consent, unless it is marked with a*, as shown above or you have explicitly asked us not to store and process such data. Please contact us if you wish to discuss this situation.

Processing your personal data may include:

- Ad-hoc communication between our members and with associated parties;
- Distribution of meeting agendas and minutes to our officers and executive members
- Distribution of newsletters and notices to our members;
- Sharing of a contact for an event or working group organised by LASER or an associated party;
- Communication with third parties providing a service to LASER;
- Compiling a participants list of a meeting or event organised by LASER or an associated party;

- Compiling an attendees list of a meeting or event organised by LASER or an associated party
- Communicating with a guest speaker or other contributor to an event organised by LASER or an associated party;
- Adding your contact details to a personal contact registry, including on a personal computer or mobile phone, of our officers and other authorised members;
- Adding your email address to a distribution list used for UNA LASER newsletters and notices;
- Requesting contributions to the cost of running UNA LASER;
- Compiling a list of members for the UNA-UK membership database, if requested.

Other than the above, we do not share bulk contact data with our members, associated parties or others. We use BCC when distributing emails containing bulk email addresses.