

RAF SERVICING COMMANDO AND TACTICAL SUPPLY WING ASSOCIATION

PRIVACY NOTICE

The RAF Servicing Commando and Tactical Supply Wing Association (RAFSC&TSWA) takes your privacy seriously. This statement sets out how we will deal with any personal information we collect from you or that you provide to us.

Who are we?

The RAFSC&TSWA will collect and deal with your personal information in accordance with the General Data Protection Regulations (GDPR), which supersedes the Data Protection Act 1998 on 25 May 2018. The RAFSC&TSWA is the Data Controller of personal data we hold about you; this means we decide how your personal data is processed and for what purposes.

How we collect personal information

We collect personal information directly from you. We may also collect information from others about you including from other members and friends of the RAFSC&TSWA.

What information might we collect from you?

We may collect and process the following information about you:

- Your contact details – title, name, date of birth, address, telephone number and email address, dates of service, rank held.
- Information contained in emails or other correspondence from you and records of telephone calls or meetings with you.
- Your RAFSC&TSWA membership status.
- Details of money that you give to the RAFSC&TSWA.
- Your bank details for payment of expenses claims.

Sensitive Personal Data

The Data Protection Act recognises some information as Sensitive Personal Data. This includes, but is not limited to information which reveals your religious beliefs, health issues, race or ethnic origin. We will always treat any sensitive personal data we process with the greatest care and in accordance with the Data Protection Act.

How may we use your personal information?

Personal information that we collect may be used by us in a number of ways:

- To maintain our list of RAFSC&TSWA members.
- To help us to communicate with you both directly and through the Association Newsletter.
- To provide welfare and support for members.
- To maintain our accounts and records.
- To respond effectively to enquirers and to properly handle any complaints.
- Exceptionally, to deal with RAFSC&TSWA discipline in accordance with the Association's constitution.

What is the legal basis for processing your personal data?

All personal data which we collect must be fairly and lawfully processed. Personal data may be processed in accordance with any of the following conditions:

- With the explicit consent of the data subject.
- In the legitimate interests of the RAFSC&TSWA as Data Controller, provided that this is not unwarranted by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.

- Where processing is necessary for carrying out obligations under contract with the data subject.
- Where necessary for the RAFSC&TSWA to meet its legal obligations.
- Where necessary to protect the vital interests of the data subject.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members and friends of the RAFSC&TSWA in order to carry out a service to other members or for purposes connected with the Association. The Membership database containing your contact details may be distributed electronically by email or in hard copy to RAFSC&TSWA Committee Members. Similarly, subject to your consent, we will publish RAFSC&TSWA membership details on the Association website at www.tswscoassn.co.uk. We will share your data with third parties outside of RAFSC&TSWA only with your consent.

The data that we control may be transferred and stored electronically on servers outside the European Economic Area (EEA), including for example on Google Drive and Dropbox. All such data files will be password-protected against unauthorised access.

We will take all reasonable and necessary steps to ensure that your data is treated securely and in accordance with this privacy statement.

How long do we keep your personal data?

We will store your personal information for no longer than is reasonably necessary, usually only for the time that you are involved with the RAFSC&TSWA. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the RAFSC&TSWA.

Specifically, we retain membership data while it is still current. Association accounts and all associated documentation is retained for a period of 6 years after the calendar year to which the data relates.

Your rights regarding your personal data

You have the following rights with respect to your personal data:

- The right to be informed about the collection and use of your personal data – as detailed in this Privacy Notice.
- The right of access to a copy of the personal data we hold about you – to which we must respond within one month.
- The right to require that we correct any personal information if it is found to be inaccurate.
- The right to request that your personal data is erased from our records.
- The right to restrict processing of your personal data; when processing is restricted, we are permitted to store the personal data, but not to process it further.
- The right to data portability which allows individuals to obtain and reuse their personal data for their own purposes across different services.
- The right to object to the processing of personal data. [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority), direct marketing and processing for the purposes of scientific/historical research and statistics].
- The right to complain to the Information Commissioner's Office (ICO) if you believe that the RAFSC&TSWA has not handled your personal data in accordance with data protection law.

Contact Details

To exercise all relevant rights, queries or complaints please contact the RAFSC&TSWA Data Protection Officer through the Association Chairman.

You can contact the Information Commissioner's 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.

Further information can be found on the ICO's website at <https://ico.org.uk/>.