

# RAF Elsham Wolds Association

## PRIVACY POLICY

### **Purpose**

The RAF Elsham Wolds Association is committed to complying with the General Data Protection Regulations, also known as GDPR. Looking after the data (i.e. personal information) we hold is very important and we want our members, or others we may communicate with, to be confident that any data held is retained safely and securely.

This Policy is published to explain why we collect information, our approach to sharing of information and the rights of those whose information we hold. This Policy outlines: -

- What information we collect from you
- How it is used
- Sharing of your information
- Data Storage
- What your rights are

### **Introduction**

The RAF Elsham Wolds Association is what is known as the 'Data Controller' of the data or information provided to it, and may be referred to in this policy as "EWA", "The Association", "we", "us" or "our".

As Data Controller, EWA will determine the purposes and way in which your data is, or will be, processed.

This policy was issued on 25 May 2018 and is subject to periodic review, which last took place on 2 November 2019.

### **What information is collected and how it is used**

When you apply for membership or communicate with The Association, you are effectively giving consent for us retain the information provided to allow us to administer activities of The Association. This includes providing details of Association events (such as the Annual Reunion), notification of meetings or membership renewals and keeping you informed via the EWA Newsletter or by other means.

Typically, the information we hold will be limited to the following: -

- Name
- Address
- Contact numbers
- E-mail address
- Your connection with Elsham Wolds and/or Squadron(s) based there
- Mailing preferences
- A copy of any correspondence or other information received

In exceptional circumstances, we may retain Bank Details for a short period to allow electronic payment to be made, which will be deleted on completion of the transaction.

In order to provide a good website user experience, we may also gather information about the devices you use to access our sites (desktop and mobile), which may include the IP address.

Currently, EWA does not intentionally make use of cookies or tracking online, however, you should be aware that our web provider(s) may do so in accordance with their own Cookie Policy.

## Sharing of information

Information held is confidential and will be used only for the purpose it is intended, Data will not be shared with others, unless permission has been granted.

## Data storage

We store data digitally, on computers or other digital media, and in some cases as physical hard copies. Data or information will only be retained or accessed by Committee Members, who are required to store it in a secure manner. Our web and email servers are located in secure data centres and any 'stand-alone' media will be protected from unauthorised access.

## How long we retain data

If we collect any personal information, the length of time we retain it is determined by many factors including the purpose for which we have that information and any obligations under laws other than GDPR. Generally, we retain personal information for five years after the date it is no longer needed by us for any of the purposes listed under the "What information is collected and how it is used" section above. The only exceptions to this are where:

- The law requires us to hold your personal information for a longer period, or delete it sooner
- You exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law

## Your rights

You are entitled to request the following from EWA under your Data Subject Rights. More information on these can be found on the Information Commissioners website: [www.ico.org.uk](http://www.ico.org.uk)

- Right of access – to ask for details or a copy of your personal information we hold and request information about how we process it
- Right to rectification – to have your personal information corrected if it is inaccurate or incomplete
- Right to erasure (also known as the Right to be Forgotten) – to have your personal information deleted from our files and/or servers – Please contact any Committee Member  
**It should be noted that if we erase your data, you will no longer receive any communications, details of Association events or Newsletters and, effectively, your membership will lapse immediately**
- Right to object - to object to processing of your personal information

## Complaints

You have the right to lodge a complaint with a data protection regulator in Europe, in a country you work or live or where your legal rights have been infringed. Where your personal information has or is being used in a way that you believe does not comply with data protection, you may contact the Information Commissioner's Office (ICO), the data protection regulator in the UK. Details are available on the ICO website [www.ico.org.uk](http://www.ico.org.uk). However, we encourage you to contact us before making any complaint and we will seek to resolve any issues or concerns you may have.

## Contact

Should you need to contact us please e-mail:

[Secretary@elshamwolds.org.uk](mailto:Secretary@elshamwolds.org.uk)

Alternatively, you can write to us at any of the Contact Addresses, detailed in The Association newsletter.