

FLEET AIR ARM OFFICERS' ASSOCIATION (FAAOA)

DATA PROTECTION POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and staff, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Protection Policy from time to time and without prior notice. You are advised to check our website (www.fleetairarmoa.org) or the Association News Sheet for any amendments (note that amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details can be found at the website for the Information Commissioner (www.ico.org.uk). For the purposes of the GDPR, we will be the controller of all personal data we hold about you.

1.5 To accompany this Policy, a Data Privacy Notice is available to all members to expand on the new rules governing personal data.

2. Who Are We?

2.1 We are the Fleet Air Arm Officers' Association. We can be contacted at;

4 St. James's Square

London

SW1Y 4JU

020 7930 7722 / faaoa@fleetairarmoa.org

3. What Information we collect and why?

Type of Information	Purposes	Legal Basis for Processing
Member's name, address, telephone and email address(es) and date of birth	Managing the Member's membership of the Club	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Photos and videos of Members	Placing material on the Club's website and News Sheet.	A member may withdraw their consent for the Association to use material at any time by contacting us by email or letter.
The Member's name and email address.	Creating and managing the Club's online Membership Directory	By submitting an application to join you agree to your details appearing in the Membership

	The Member is solely responsible for the additional information provided in the Membership Directory	Directory. The Member may withdraw their consent at any time by contacting us by email or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Bank account details of the Member	Managing the Member's membership of the Club, the provision of Services and events.	Performing the Club's contract with the Member.
Staff personal details: name, address, telephone number, email address(es), date of birth, National Insurance Number, and Bank account details	Manage the staff member and provide details to payroll to ensure prompt payment of wages and pension.	For the purposes of our legitimate interests in managing the staff member and performing the Club's contract with the member of Staff.

4. **How we protect your personal data**

4.1 We do not transfer your personal data without your consent.

4.2 We have implemented accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments we take from you online or over the telephone we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. **Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where to do so by law.

6. **How long do we keep your information?**

6.1 We will hold your personal data for as long as you are a member of the Association and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations and for the purpose of administering the Association's historical records.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. **Your rights**

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object or to restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments or requests regarding our data processing practices to our Association Administration Director via email or in writing to the Association.

FAAOA Committee
May 2019