



## NO 46 SQUADRON ASSOCIATION DATA PRIVACY POLICY

### 1. **About this Policy**

- 1.1 This policy explains when and why we collect personal information about our members, 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 Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [46squadron.info](http://46squadron.info) regularly for any amendments (but 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 on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. **Who are we?**

- 2.1 We are the No 46 Squadron Association. We can be contacted at, Orchard House, Cuxham, Watlington, OX49 5NH or [dougiebarr@gmail.com](mailto:dougiebarr@gmail.com).

### 3. **What information we collect and why.**

<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Member's name, address, telephone numbers, Squadron service details and dates, car details, partner's name when given.	Managing the Member's membership of the Association.	Performing the Association's contract with the Member. For the purposes of our legitimate interests in operating the Association.

The Member's name and e-mail address	Creating and managing the Association's online Membership Directory and communication with members.	Consent. We will seek the Member's consent on their membership application form and each annual Call to Arms. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
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The Member's name and e-mail address, whilst a current member and for up to 10 years after ceasing to be a member of the Association	See paragraph 5.1 below.	For the purposes of our legitimate interests in operating the Association
Name, e-mail address and telephone number of each Association committee member	Information published on Association's website	For the purposes of our legitimate interests in operating and promoting the Association

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

- 4.1 We will not transfer your personal data without your consent.
- 4.2 We have implemented generally 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 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 we are required to do so by law or as set out in the table above.

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

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Association and for as long afterwards as it is in the Associations' legitimate

interest to do so or for as long 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 e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

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 to or 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 and requests regarding our data processing practices to our Data Protection Manager. If you have any queries, questions or comments on the information contained in this leaflet, kindly contact Mr D M Barr, Orchard House, Cuxham, Watlington, OX49 5NH [dougiebarr@gmail.com](mailto:dougiebarr@gmail.com).

### **Responsibility Statement:**

The information contained in this Guidance represents No 46 Squadron Association's interpretation of the law as at the date of this edition. The Association takes all reasonable care to ensure that the information contained in this Guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the

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context in which they are expressed. However, before taking any action based on the contents of this Guidance, members are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.