

57 & 630 Squadrons' Association

Privacy Policy

The privacy of our Members and correspondents is important to us and we therefore encourage you to read this policy carefully as it contains information regarding:

- Who we are
- How and why we collect, store, use and share personal information
- Your rights in relation to your personal information
- Association Website - third party links; cookies and usage tracking
- How to contact us, and regulatory authorities, should you have a complaint.

Who we are

The 57 & 630 Squadrons' Association is a not-for-profit membership organisation which provides former members of these two historic Royal Air Force squadrons, their families and friends, with a forum through which to honour and remember those that have served with one of the squadrons. We operate a website in support of these objectives at <https://57-630sqnassoc.org/>

The 57 & 630 Squadrons' Association ('we' or 'us') collect, use and are responsible for storing certain personal information about you. When we do so, we are regulated under the UK General Data Protection Regulation and UK Data Protection Act 2018.

The personal information we collect and use

a. Personal information you provide to us

We may collect the following personal information that is provided to us directly by you:

Name
Address
Email
Telephone number
Squadron connection (if applicable)

We will only ask for the minimum personal information that is required for us to be able to respond to your request. Some examples of when we collect this information include:

- When joining the Association as a Member
- When booking to attend Association activities/events
- When contacting an officer of the Association via mail, email or telephone
- When submitting general enquiries via mail, telephone or the website
- When submitting research enquiries via mail, telephone or the website
- When purchasing memorabilia from the Association via mail, telephone or the website

b. Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- Consent on their behalf to the processing of their personal information
- Receive any data protection notices on their behalf
- Consent on their behalf to the transfer of their personal data abroad, if applicable

c. How we use your personal information

We collect information about our users for the following purposes:

- To establish an Association membership record for you
- To establish and manage a website user account (available to Association Members only)
- To respond to general enquiries
- To respond to research enquiries
- To administer attendance at Association social and memorial functions
- To process orders for memorabilia from the Association
- To communicate with registered Association Members by sending periodic 'group' emails

d. Who your information may be shared with

We may share your information with law enforcement agencies in connection with any investigation to help prevent unlawful activity

With your specific consent, we may share your data with a 3rd party such as another Association member or researcher.

We never share your personal information for the purposes of marketing.

e. How long your personal information will be kept

We will hold your personal information for whichever is the shorter of:

- The duration of your membership of the Association
- Until a purchase of memorabilia is complete (item received and payment made)
- Until a general enquiry and any follow-up is concluded
- Until a research enquiry and any follow-up is concluded

These periods are no longer than is necessary in each case

f. Reasons we can collect and use your personal information

We rely on **legitimate interest** as the lawful basis on which we collect and use your personal information.

g. Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used, or accessed in an unauthorised way. We limit access to your information to those officers of the Association who have a genuine business need to know it. Those processing your information will do so in an authorised manner and are subject to a duty of confidentiality.

We will use technological and organisational measures to keep your information secure. These measures include:

- Restricted access to membership information
- Seeking your specific consent before sharing any contact information
- Website user account access is controlled by a unique username and password
- Website hosted on secure servers
- Use of Bcc when sending group email messages

We will notify you and any applicable regulator of any suspected data security breach where we are legally required to do so.

h. Transfers of your information out of the UK

We will not transfer your personal information outside the UK unless you give us specific consent to do so. Examples of when we might do this include facilitating connections between researchers beyond the UK.

i. Children and the validity of consent

Where we obtain consent from any user we will take reasonable steps to ascertain whether the user is over 13 years of age and whether the child is sufficiently informed to give valid consent. If the user is not, parental consent will be required to provide consent for the processing of any personal information.

What rights do you have?

Under the UK General Data Protection Regulation you have a number of rights. These include:

- **Access** - You have the right to ask us for copies of your personal information.
- **Rectification** - You have the right to ask us to rectify personal information you think is inaccurate.
- **Erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You can withdraw your consent for us to collect, process and store your personal information at any time. To do so, please email privacy@57-630sqnassoc.org

For further guidance on your rights, including the circumstances in which they apply, see the guidance from the Information Commissioner's Office (ICO) on individual's rights under the UK General Data Protection Regulations (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

If you wish to exercise any of these rights, please:

Contact us at privacy@57-630sqnassoc.org
Let us have enough information to identify you
Let us know the information to which your request relates

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Association website

Our website at <https://57-630sqnassoc.org/> is used as a hub through which to share archival and other research material with Association Members and the public, to promote exchange of information relating to 57 or 630 Squadron, and through which to communicate with the Association's membership.

a. Third Party Links

Our website includes links to third-party websites. Clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you navigate away from our website, we encourage you to read the privacy policy of each website you visit.

b. Cookies and usage tracking

Our website is based on a WordPress blog format and we use Google analytics to monitor website use; both WordPress and Google analytics use cookies. Cookies are small pieces of information which are downloaded to your computer when you visit our website. The pieces of information that cookies record are used to improve services such as:

- recognising that you may already have given a username and password
- using anonymised data to understand how users are using the website so that it can be made better

Cookies are not used to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by our website, or a 3rd Party website, you can do this through your browser settings. The 'Help' function within your browser should tell you how.

Alternatively, you may wish to visit the www.AboutCookies.org website which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your machine as well as more general information about cookies.

Changes to privacy policy

This Privacy Policy was published on 8 February 2021.

We may change this privacy policy from time to time. You should check it occasionally to ensure you are aware of the most recent version that will apply each time you access our website. We will also attempt to notify users of any changes by:

- Email to Association Members with a registered website user role
- A notice in the Stop Press section of the website Home Page
- Including our Privacy Policy in our Annual Newsletter

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at privacy@57-630assoc.org

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's Helpline number is 0303 123 1113 and its website is at <https://www.ico.org.uk>