



Number 1 (Fighter) Squadron Association

Privacy Statement

Who we are

Number 1 (Fighter) Squadron Association (“we” and / or “us”) is an association of members who consists of current and previous aircrew and ground crew of the Squadron; anyone who has served or is serving on the squadron is eligible to join.

Our Data Protection (DP) Policy is designed to ensure that all activities conducted by the Association safeguard the confidentiality of personal information and comply with the provisions of Data Protection legislation, including the General Data Protection Regulation (EU) 2016/679. This Association Privacy Notice sets out how we will collect, use, share and protect your personal data.

Our commitment

We promise to respect the confidentiality of any personal data you share with us, or that we get from other organisations, to keep it safe, and we will always take every effort to protect your privacy.

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise will never do anything with your details that you wouldn't reasonably expect.

Developing a better understanding of our members and supporters is crucial, and your personal data allows us make better decisions, fundraise more efficiently and, ultimately, helps us to reach our goal of friendship, help and support supporting the Squadron family.

Contacting you:

We will contact you and communicate with you as necessary to administer and manage any specific contracts between us.

Our marketing communications include information about our wider work and we generally seek your express consent to receive marketing communications, either by post, phone, text (SMS) or email. However, where we have an existing and ongoing relationship with you we recognise that you may regard giving such consent as unnecessary. Therefore, we will continue to write to existing members, volunteers or supporters about our activities and how you can support our work, balancing your right to privacy with your reasonable expectations about being kept informed. We promise not to bombard you with communications and at any time you can opt out of receiving such communications from us.

With your consent, or where we have an ongoing relationship with you, we will contact you to let you know about the various ways you can support our work. We will make it as easy as possible for you to tell us how you want us to communicate, and in a way that suits you.

Contacting us:

You can contact us at any time to update your details, change your communication preferences, opt out of any marketing, change your consent, object to processing, make a subject access request or make a complaint.

By email: no1sqnassn@aol.com

Or by post;

Hon Sec.: Tony Harper

Address: 40 Manor Park Drive, Plympton. PL7 2HT

We collect information in the following ways:

When you give it to us DIRECTLY

There are many ways you may give us your information. For example, when you join as a member, purchase our products, or communicate with us.

Third party organisations

We use a specialist outsource called MailChimp to communicate with our members for example with newsletters it is requested by members so they are not automatically 'opted in'. (A link to their privacy statement is below)

<https://mailchimp.com/legal/privacy/>

Information available publicly

This may include information found in places such as information that has been published in articles/ newspapers or that has been officially released by the Squadron.

When we collect it as you use our WEBSITES OR APPS

Like most websites, we use 'cookies' to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They're small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields. There are more details in our cookie policy.

In addition, the type of device you're using to access our website or apps and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you're using, what your device settings are, and why a crash has happened. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

The type and quantity of information we collect and how we use it depends on why you are providing it.

Google Analytics

We use Google Analytics to analyse the use of our websites by generating statistical and other information.

Details captured during your visit to our websites will include, but are not limited to, traffic data, location data, weblogs and other communication data and the resources you access. However, all data collected is anonymous and will not identify you as an individual.

Google, not the Association, stores this activity information. You can view Google's privacy policy at <http://www.google.com/privacypolicy.html>.

To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>.

What personal information we collect and how we use it

How much personal information we need to hold depends on our relationship with you, regardless, we will only ever capture the minimum amount of information that we need to and we promise to keep your information secure and only share with parties who need to know.

Members and Supporters

If you're a member, sign up for an event or buy something from our shop, we will usually collect:

- Your name
- Your contact details
- Your date of birth
- Details of the enquiry, service or product

- The first page of each PayPal transaction (For confirmation of payment/amount but this contains no personal details other than the name/address of the payee which is needed to send the item purchased)
- If items are purchased by cheque a note of the account details is made in case payment is refused on presentation (These details once the transaction is complete)

Sensitive information

We will normally only hold, use, and share this sensitive information with your explicit permission, although there may be reasons when we are required to do so by law, or to protect your vital interests. In that case we may process your information without your knowledge or consent – this would be very, very rare, but possible.

How we keep your information safe and who has access to it

We ensure that there are appropriate physical and technical controls in place to protect your personal details. For example, paper records are always locked away, our online forms are always encrypted, and our network is protected and routinely monitored.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, volunteers, and contractors.

Where we store your information

Your personal information will be hosted securely within the UK.

How long we retain your information and how we keep it up to date

We will only keep your information for as long as we need it to assist you with your enquiry, process your membership or to assist you.

We are committed to ensuring that we keep your information accurate, and up-to-date. To assist us in this task we use publicly available sources to keep your records up to date; for example, the Post Office's National Change of Address database and information provided to us by other organisations as described above.

We would appreciate it if you let us know if your contact details change. Members can update their details on the Members' Portal: no1sqnassn@aol.com

Your rights

Data protection legislation gives you certain rights and these are listed below for your convenience:-

- You have the right to have a copy of the information which we hold on you. Unless there is a legitimate reason why you cannot make the application in writing, your

request should be addressed in writing by letter or email, to the Association contact shown below enclosing two proofs of identification.

- You have a right to object to processing that is likely to cause, or is causing you damage or distress
- You have a right to prevent processing for direct marketing; simply email or call us and we will stop sending marketing materials to you
- You have a right to object to decisions being taken by automated means; although we can confirm we make no decisions on you using an automated process
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- You have a right to claim compensation for damages caused by a breach of data protection legislation

Where we have given you consent to process your information, you can withdraw your consent at any time. In certain situations, these rights may not apply, for example if you gave us details to help you with a welfare issue we must keep details of that request, or, if you are a valid member we may have to write to you about your membership even if you asked us previously not to, but we would not send you direct marketing.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

Changes to these Provisions

We may change our Personal Data Policy/SOPs or these Privacy Provisions from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website www.1fsa.org or by notifying you directly.

Our contact details

Hon Sec.: Tony Harper

By email: no1sqnassn@aol.com

Or by post;

Address: 40 Manor Park Drive, Plympton. PL7 2HT

Cookies

Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. They are small text files that are placed on your computer by websites that you visit.

We do not store any personal data in the cookies that we use, and store the information anonymously to assist us in the running of the site, and also for monitoring the activity and traffic both to and through our website. We use Google Analytics cookies to do this.

You should be able to control what cookies are placed on your device through the browser settings.

Go to www.aboutcookies.org to find out more about cookies, including how to see what cookies have been set and how to manage and delete them.

Visit <http://tools.google.com/dlpage/gaoptout> to opt out of being tracked by Google Analytics across all websites.

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