

Royal Air Force FA Privacy Notice

The Royal Air Force FA (RAF FA)(Charity Number 1129460) ("we", "our", "us") takes your privacy very seriously. Please read this Privacy Policy carefully to see how the Royal Air Force FA will treat the personal information that you provide to us either when using our website or in other circumstances when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it. We process all information in accordance with applicable UK data protection legislation.

We may change this Privacy Policy from time to time and the change will take effect once the revised Privacy Policy is available on our website. Therefore, please refer to this Privacy Policy each time you submit your personal information.

The information you provide

We may ask you to provide information to us or collect data from you on different occasions, including when you:

- (i) e-mail enquiries, contributions or your views to us;
- (ii) enter competitions;
- (iii) register to receive or download information, newsletters or other documentation; or
- (iv) purchase goods or services from us.

The information that you are asked to provide will vary depending on the reason for the collection. In some instances, for example, if you purchase goods or services from us, the provision of certain information will be mandatory.

Please note that if you choose to participate in any discussion forum on the Site you may disclose personal information about yourself to other participants. If you do so this is at your own risk.

How the RAF FA uses the information

We will use your personal information:

- (i) to respond to your enquiry;
- (ii) to acknowledge any contribution that you may make;
- (iii) to administer the relevant competition;
- (iv) to send information to you;
- (v) to fulfil any contract that we may enter into with you;
- (vi) for research purposes;
- (vii) to send marketing information to you in accordance with the provisions set out below; or
- (viii) for other reasonable purposes for which you have provided such information.

If you become a customer of ours by purchasing goods or services from us we may send you further information that is related to your purchase, by post or e-mail, or contact you by telephone.

We would like to send you marketing information, by post, e-mail, or SMS. By providing your information you are agreeing to the RNFA contacting you in this manner to provide you with such marketing information in accordance with the terms of this Privacy Policy.

In addition, our subsidiary companies and selected third parties (including RAF FA Partners as shown on the Site) and other commercial partners would like to send you marketing information, by post,

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e-mail, or SMS. We will only allow them to do this if you have indicated that you are happy to receive such information (either when you submit your details to us or at a later stage).

If you do not wish to receive any of the above information or be contacted by us in accordance with the above, please update your preferences online (where this facility is available) or alternatively write to the Data Protection Officer at the address below.

If you submit your views to us via our contact form or the fans view telephone line we will circulate them internally for training and management purposes. We may also publish your views on this Site, any other website operated by us or our subsidiaries or in other media. If you do not want us to do this, please let us know when you submit your views.

We may aggregate the information you send to us with other data (so that you cannot be identified from that data) and use that aggregated data for administrative purposes and/or share it with other people.

Sharing information

We will share your information with our affiliates and third party service providers if this is necessary or reasonably required for any of the purposes above. Such third party service providers are not entitled to use your information for their own purposes. We may also share your information with third parties for marketing purposes (in accordance with the paragraph entitled "How the RAF FA uses the information" above) if you have indicated that you are happy to receive such information. Some of these third parties may be located outside of the United Kingdom, including in countries where data protection laws might not exist or be of a lower standard than the EU.

Protection of information

We are committed to protecting your privacy and we implement various security measures in relation to our processing and transfer of personal data. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

Data Retention

We keep personal data on our participants, members and other website users while they are signed up to the RAF FA or any of our services. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. We may need to retain some personal data for longer for legal or regulatory commitments.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Cookies

When you visit the Site, we may collect process and use information about you which may not personally identify you but which may be helpful for improving the operation of the Site. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the Site's ability to manage individual sessions.

Links

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This Site may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this Site and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

Your right to access the information

You have the right to access the information that the RAF FA holds about you in accordance with the Data Protection Act 1998. In order to do this please make a written application to the Data Protection Officer, at the address provided below. The RAF FA may require you to provide verification of your identity and to pay an administrative fee to provide a copy of the information that it holds. Please note that in certain circumstances the RAF FA may withhold access to your information where it has the right to do so under current data protection legislation.

All data subjects have the right to:

- **Request access** to your personal data
- **Request rectification** of the personal data that we hold about you.
- **Request erasure** of your personal data where there is no good reason for us continuing to process it.
- **Object to processing** of your personal data for direct marketing, or where we are processing on the grounds of a legitimate interest of that interest is overridden by your rights and freedoms.
- **Request restriction of processing** of your personal data while we establish the data's accuracy, or verify an overriding interest to object to processing; where our use of the data has been unlawful but you do not want us to erase it; where you need us to hold the data to establish, exercise or defend legal claims.
- **Request the transfer** of your personal data to you or to a third party in a structured, commonly used, machine-readable format.
- **Withdraw consent at any time** where we are relying on consent to process your personal data.
- **Complain** at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

Updating your information

In the event that there is a change to your personal information for example your contact details, please let us know of this by updating your details online (where this facility is available) or writing to the RAF FA, at the address provided below, so that we can keep your information up to date and accurate.

Contact us

If you have any queries about this Privacy Policy, wish to stop direct marketing by the RAF FA, its subsidiaries or third parties or you wish to access or update your information please write to the RAF FA, Bldg 9, RAF Brize Norton, Carterton, Oxfordshire OX18 3LX.