



Royal Air Force & Defence Fire Service Association

General Data Protection Regulation 25th May 2018

Under the General Data Protection law 2018, all the information the Association holds must be correct and current. To this end the following policy is applied:

- All personal data is kept by the Chairman, Secretary, Membership Secretary and the Treasurer in three modes
 1. On Computer in a password encrypted folder
 2. Backed up on a flash drive which is stored in a locked cabinet
 3. As a paper document kept in a folder also stored in a locked cabinet
- Personal data will **not** be passed on to any other organisation, group or individual without the expressed permission of the individual concerned.
- At any time, members may request for their data to be removed from the Association's database and this will be done within three weeks of us receiving the request.
- On leaving the Association, all paper data relating to members will be shredded or burned. Data kept on a computer may be retained for historical purposes.