SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

PRIVACY STATEMENT

Policy Number	21
Document Owner	SAMA (82)
Ratifying Body	Board Of Trustees
Policy Lead	Alan Dodsworth
Available (upon approval) to	Members and Volunteers
Next Scheduled Review Date	11/06/2028

POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring that there are robust and clear rules in place regarding the collection, use, disclosure and management of personal data.

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett	Implemented	11/06/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **The information we collect**
   1.1 As a member - For the purposes of membership we collect sufficient information to enable trustees to satisfy our membership criteria and rules, communicate with you and meet our legal requirements as a company and registered charity. If you are also a beneficiary for the purposes of services and grants then see paragraph below.
   1.2 As a beneficiary - If, as a beneficiary of the association, you are in receipt of or you apply for one of the services or grant schemes of the association we collect sufficient information to enable trustees to check your qualification under the objectives and rules of the association and for the assessment of your needs for charitable purposes. If you apply for one of the services or grant schemes on behalf of someone else you must have their agreement to do so.
   1.3 As an employee - As an employee of the association we collect sufficient information to satisfy the best interests of the association and the legal requirements in employment law. Information is also collected on employee performance and this information is only supplied elsewhere with the consent of the employee or former employee.
   1.4 As a volunteer - For the purpose of volunteering we collect information that enables us to contact you by telephone, electronically and by post. We will also retain information about you that will enable compliance with the law, company and charity arrangements and good practice.
2. **What do we do with your information:**
   2.1 enable communication,
   2.2 meet legal obligations,
   2.3 achieve our charitable objectives,
   2.4 meet accounting requirements,
   2.5 invite you to take part in SAMA 82 Activities,
   2.6 conduct in-house research on membership and beneficiary data for the purpose of meeting the objectives of the association.
3. **Who do we share the information with:**
   3.1 Our membership data is not shared with others; if it becomes necessary to share this data then this will be updated in the privacy policy. However, if we are required to disclose this information to comply with the law, we will do so following receipt of formal legal request from an appropriate agent.
   3.2 Our beneficiary data is shared with others for the purpose of the provision of charitable services and grants.
   3.3 Note: Almost all members are beneficiaries of the association.
4. **Do we share this information outside Europe**
   4.1 For certain charitable purposes the association shares information outside Europe. Areas where this might happen are for the purpose of pilgrimage flights where it might be shared with destination locations, diversion airports, MoD outside Europe or in the provision of grants and service support for beneficiaries resident outside Europe.
5. **How long is your information retained.**
   5.1 Your information is retained to fulfil our ongoing legal and accounting requirements and for historic purposes. If it is not required for these purposes then it is deleted in accordance with the Association Policy 15 Retention and Destruction.
   5.2 Data is reviewed periodically and data no longer deemed to support our charitable purposes or legal duties is suitably destroyed.
6. **Right of access**
   6.1 You can ask for a copy of the information we hold on you by making a data request. You must provide sufficient information to enable us to positively identify your data and only your data.

7. **Right to rectification**

7.1 If the information held is incorrect you should let us know and we will correct it.

8. **Right to erasure**

8.1 You may ask us to erase your personal data, however, it may still be retained because we have a legal requirement to keep it.