

The Royal Air Forces Association Volunteer Programme Data Protection Policy for Volunteers

The following policy applies to all individuals volunteering for the RAF Association in a welfare, event or fundraising role, whether directly for the Association or for an Association Branch. For the purposes of the following policy, both Branch and Association volunteers will be referred to as 'volunteers'.

Statement of policy

Upon registering as a volunteer for the RAF Association, your details will be submitted to the Association.

If you have registered to volunteer for the Association directly (all roles except 'Branch Volunteer'), the following will apply:

- a) You will either be directly managed by Association staff or through a Branch member or other volunteer, depending on your role. If you are designated a role that is coordinated by another volunteer, including, but not limited to, 'Fundraiser', your contact details and any relevant background will be passed to this party for the purposes of Association business only.

If you have registered to volunteer for a Branch, the following will apply:

- b) Your details will be submitted to the relevant Branch/es for which you have signed up to volunteer, for the purpose of your volunteering role with that Branch or those Branches only. (The Association will also have these details stored on their secure database.)

If you have volunteered for a role that reports to the Association, as well as for a Branch, both 'a' and 'b' will apply.

Your personal information will be kept confidential within the Branches and other parties that work with us for Association volunteering activities and will never be released externally without your prior permission. It will be used and stored in accordance with the Data Protection Act 1998 and we never sell or swap your details with third parties.

Photography and filming may take place at our events and fundraising activities and images and videos produced may include volunteers. All images and film taken by or on behalf of the Association will be the respective property of those parties and the Association or their Branches will use this material for business purposes as they so wish. Unless you notify us in writing to state otherwise, the Association will assume that any photos featuring you can be used for business purposes, including but not limited to their use in subsequent marketing materials, in newsletters, online and in any other publication relating to the Association.

You may be asked to provide a quote about your experience of volunteering at any Association events you attend. We may also ask you open questions in any subsequent evaluations (however you will be specifically asked permission at this stage to use your quotes either anonymously or crediting your name). If you do not wish



to be quoted, please inform us at the time you are asked to provide one or tick the boxes in the evaluation to confirm that you do not wish to be quoted.

We will contact you about any of the specific activities or events you have volunteered for, and let you know about other opportunities to volunteer in your region. You will also be added to the monthly volunteering e-newsletter mailing list. We may contact you in the future to let you know about other related opportunities you may be interested in that we are involved in.

If you have any queries regarding this policy, please do not hesitate to contact us on volunteers@rafa.org.uk or call 0116 266 5224.

Expectations of volunteers

Volunteers of the Association are expected to adhere to the Association's guidance on privacy as outlined above. Specifically, if you come into contact with any information about other volunteers, members of staff, a member of the public (including our clients) or anyone else involved in the roles you are carrying out or activities you are attending, for the Association, we expect you to keep this information confidential and only use it for the purposes of the task asked of you for the role you are carrying out.

Volunteers are asked to notify the Association in writing if they do not give permission for images and film of them, as well as quotes from them, to be used. Volunteers should email volunteers@rafa.org.uk or write to The RAF Association, 117 and a Half, Loughborough Road, Leicester, LE4 5ND. Where volunteers have not given notice of refusal, the Association will assume permission has been granted.

Any volunteer found to be acting in an unprofessional manner may be asked to leave the RAF Association Volunteer Programme.