



Somerset Armed Forces Day CIC
Company number 13516007

Data Protection & Privacy Policy (UK GDPR)

Version 2026.Final
Agreed by the executive committee February 2026
Review Cycle: Annual

1. Introduction

- a. Somerset Armed Forces Day CIC is committed to protecting and respecting your personal data.
- b. This policy explains how we collect, use, store and protect personal information in accordance with:
 - i. UK General Data Protection Regulation (UK GDPR)
 - ii. Data Protection Act 2018
- c. We recognise our responsibility to maintain transparency and uphold individuals' data rights.

2. Who We Are

- a. Data Controller:
 - i. Somerset Armed Forces Day CIC
 - ii. Registered Office: [Insert Address]
 - iii. Email: [Insert Email Address]
 - iv. Telephone: [Insert Contact Number]
- b. Somerset Armed Forces Day CIC is the data controller for personal data collected in connection with our events, school engagement activities, volunteers, suppliers and supporters.

3. The Data We Collect

- a. We may collect and process the following types of personal data:
 - i. General Contact Information
 1. Name
 2. Email address
 3. Telephone number
 4. Postal address
 - ii. Volunteer Information
 1. Emergency contact details
 2. Relevant skills
 3. DBS status (where required)
 - iii. Event Participants & Attendees
 1. Booking details (if ticketed areas apply)
 2. Accessibility requirements
 3. Emergency contact information (if applicable)
 - iv. School Engagement Data
 1. Teacher contact details
 2. School information
 3. Pupil data (only where strictly necessary and under school control)
 - v. Supplier & Stallholder Data
 1. Business contact details
 2. Insurance certificates
 3. Payment information
 - vi. Photographs & Media
 1. Event photography and video (subject to consent where required)
 2. We do not knowingly collect unnecessary personal data.

4. Lawful Basis for Processing

- a. Under UK GDPR, we rely on the following lawful bases:
 - i. Consent – for mailing lists and marketing communications
 - ii. Contract – for supplier agreements and event bookings
 - iii. Legal Obligation – for safeguarding, insurance and financial records
 - iv. Legitimate Interests – to operate and promote Somerset Armed Forces Day CIC activities
- b. Where consent is relied upon, individuals may withdraw consent at any time.

5. How We Use Your Data

- a. We use personal data to:
 - i. Organise and manage events
 - ii. Communicate with volunteers and partners
 - iii. Respond to enquiries

- iv. Manage bookings and registrations
- v. Promote events (with appropriate consent)
- vi. Maintain governance and financial records
- vii. Ensure safety and safeguarding compliance

b. We will never sell personal data.

6. Data Sharing

- a. We may share data with:
 - i. Event partners (where necessary)
 - ii. Emergency services (in urgent situations)
 - iii. Professional advisers (accountants, insurers)
 - iv. IT service providers
 - v. Statutory authorities (where legally required)

b. All third parties are required to process data securely and lawfully.

7. Data Security

- a. We implement appropriate technical and organisational measures to protect data, including:
 - i. Secure password-protected systems
 - ii. Limited access controls
 - iii. Secure cloud storage
 - iv. Secure disposal of paper records
 - v. Encrypted devices where appropriate

b. Access to personal data is limited to authorised individuals.

8. Data Retention

a. We retain personal data only for as long as necessary.

- b. Typical retention periods:
 - i. Volunteer records: up to 3 years after involvement ends
 - ii. Financial records: 6 years (legal requirement)
 - iii. Safeguarding records: in line with statutory guidance
 - iv. Mailing list data: until consent withdrawn

c. Data will be securely deleted or destroyed when no longer required.

9. Your Data Protection Rights

- a. Under UK GDPR, individuals have the right to:
 - i. Access their personal data
 - ii. Request correction of inaccurate data
 - iii. Request erasure ("right to be forgotten")
 - iv. Restrict processing
 - v. Object to processing
 - vi. Data portability (where applicable)
 - vii. Withdraw consent

b. Requests should be submitted in writing to:

- i. chairman@somersetarmedforcesday.com

c. We aim to respond within one calendar month.

10. Data Breaches

- a. In the event of a data breach, we will:
 - i. Investigate promptly
 - ii. Assess risk to individuals
 - iii. Notify affected individuals if required
 - iv. Report to the Information Commissioner's Office (ICO) where legally necessary

11. Photography & Media

- a. At public events:
 - i. Signage will inform attendees that photography and filming may occur.
 - ii. Close-up or identifiable images of children will only be used with appropriate consent.
 - iii. Individuals may request removal of images where reasonable.

12. Cookies & Website Data

- a. Our website may collect limited technical data through cookies, such as:
 - i. IP address

- ii. Browser type
- iii. Usage analytics
- b. A separate Cookie Policy will explain this in detail.

13. Complaints

- a. If you are unhappy with how we handle your data, please contact us first.
- b. You also have the right to lodge a complaint with:
 - i. Information Commissioner's Office (ICO)
 - ii. Website: <https://www.ico.org.uk>

14. Policy Review

- a. This policy will be reviewed annually or when legislation changes.

15. Commitment Statement

- a. Somerset Armed Forces Day CIC is committed to protecting personal data and ensuring transparency, accountability and security in all data processing activities.