



ARMY PARACHUTE ASSOCIATION

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PRIVACY POLICY & DATA PROTECTION IN ACCORDANCE WITH GENERAL DATA PROTECTION REGULATION (GRDP) FEBRUARY 2018

1. General Statement of the Army Parachute Association

The Army Parachute Association (hereafter known as the APA) is required to process relevant personal data regarding members of staff, members of the public, students, volunteers and associates as part of its operation. The APA recognises that efficient management of its data and records is necessary to support its core business function, to comply with its legal, statutory and regulatory obligations, to ensure the personal information and to enable the effective management of the organisation.

The aim of the APA with regard to data is:

- To protect personal information and data subject rights
- Avoid inaccurate or misleading data and minimise risks to personal information
- Erase data in accordance with the legislative and regulatory requirements

2. What Information Do We Hold?

- Personal information is gathered when customers request additional information or complete an online booking through our website.
- Customers booking skydives or skydiving courses. These are held on the Burble software system.
- All relevant membership details for personnel skydiving at Netheravon

3. What We Do With the Information

Burble Software System:

- Personal details from customers and students involved in skydiving is held securely on the Burble software system.

Non-electronic information:

- All personal information in files is held in a locked cupboard and only in use on operational days by selected staff.
- Once the data has been completed by the person in question the information is transferred to a personal Burble account electronically and all signed copies filed accordingly and retained in the APA office.
- Once the retention time is up all documentation is shredded and destroyed

On-Line Payments:

- All purchases through the web site are secured through the Pay Pal system and retained in the on-line data. Access to the Pay Pal account is only through nominated APA staff with secure passwords.

Archived information from previous years:

- All personal information from past skydivers needs to be retained as per our national governing body. All this is packaged and stored in boxes in a locked area.

All information gathered has been freely given by the customer, student or club jumper. No information is taken without the individual's knowledge or permission.

Exceptions:

- Personal insurance and customer information will be passed to our governing body, the British Parachute Association.

4. Security of Information

- a) All individual club members can access their own Burble accounts and monitor their monetary dealings. Each person has their own individual password to their account.
- b) Nominated APA staff have access to relevant data for operational purposes and all is individually password protected.
- c) Burble software is secured by Burble in the USA for which they are responsible.
- d) All credit card payments either taken over the telephone or personally by the APA are entered directly into the credit card machine. No card numbers are ever written down.
- e) All payments coming through the web site are secured through Pay Pal.
- f) No financial or personal details are ever shared with a third party.
- g) All photographs are stored on a secure PC drive and the APA reserves the right to use photographs taken on the airfield for social media or the APA web site with permission from the photographer or those pictured

5. Accessing Required Changes

- All customers will be given access to their data on request and all requests will be acted on immediately.
- All personal inaccuracies will be rectified within 24 hours and any data erased on request

6. Processing Children (under 18) Data

All skydiving customers; Tandem jumpers; cadet forces and other students aged between 16 and 18 are made aware at the outset of the age limit for jumping and must have a Parental Consent form signed by a parent or guardian. No one is permitted onto a course or aircraft without this signed consent.

All of the above also have to provide a medical form signed by a parent or guardian or their doctor is relevant, before any skydiving is permitted. These forms state that they are medically fit.

7. Reporting Data Breaches

Any breaches in data will be immediately reported to the DPIA and at the most within 72 hours of discovery of a breach.

8. Data Protection Officers:

The APA has three data protection officers:

- APA Secretary
- APA Chief Instructor
- APA Marketing & Media Manager