



AFCEA London Chapter – GDPR Policy

1 Document Information

1.1 Document Location

The complete document master and revision history is maintained by Plan B Consultants.

Document System	Document Location
Plan B Consultants	GDPR Policy - 1.0 14032018.docx

1.2 Approvals

When used as a controlled document, this document requires approval to be released as CURRENT.
This document approved by:

Name	Signature	Title	Date	Version
CJY		AFCEA London Chapter – GDPR Policy	14/03/2018	Current

Signature only required for Controlled hard copies. PDF security controls apply to all exported soft copies.

1.3 Document Status & Revision History

The history includes actions that have affected the location, name or version status of the item

Revision	Release Date	Revision Notes	Sections affected	Revision Status
0.1	06/03/2018	Draft for Review	All	1 st Draft
0.2	09/03/2018	Draft for Review	All	2 nd Draft
0.3	12/03/2018	Draft for Review	All	3 rd Draft
1.0	14/03/2018	Current	All	Issue 1

Normal revision progression includes: 1ST DRAFT, DRAFT, UNDER REVIEW, CURRENT, OBSOLETE.

1.4 Document Currency

Due to process policy, some documents automatically expire after a period of time and require review to remain current. This document remains current until next review date.

Automatic Expiry	Next Review Date

2 Contents

1	Document Information	1
1.1	Document Location.....	1
1.2	Approvals.....	1
1.3	Document Status & Revision History	1
1.4	Document Currency.....	1
2	Contents	2
3	Terminology / Definitions	3
4	Business Privacy Policy	4
4.1	Purpose	4
4.2	AFCEA in the UK	4
4.3	What information do we collect?	4
4.4	What we do with the information that we gather	4
4.5	Controlling AFCEA UK Generated Personal Data	5
4.6	Security	5
4.7	International Transfers.	5
4.8	Links to other websites.....	5
4.8.1	AFCEA International.....	6
4.8.2	Formstack	6
4.8.3	PayPal.....	6
4.8.4	Stripe.....	6
5	“Consent” Statement for Website	6
6	Requests for Personal data held by AFCEA UK London Chapter.....	7
	Table 1	8

3 Terminology / Definitions

'data subject' means an individual who is the subject of personal data

'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person

'sensitive personal data' means personal data consisting of information as to -

- (a) the racial or ethnic origin of the data subject,
- (b) his political opinions,
- (c) his religious beliefs or other beliefs of a similar nature,
- (d) whether he is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),
- (e) his physical or mental health or condition,
- (f) his sexual life,
- (g) the commission or alleged commission by him of any offence, or
- (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.

'consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;

'third party' means a natural or legal person, public authority, agency or body **other** than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data;

'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

4 Business Privacy Policy

4.1 Purpose

This privacy policy sets out how the AFCEA UK London Chapter uses and protects any Personal data that we might gather on data subjects (individuals) in the day to day management of the Chapter and when people use our website to book and pay for Chapter meetings and events.

We are committed to ensuring that an individuals' privacy is protected in line with the requirements of the General Data Protection Regulations (GDPR). We inevitably have to ask for certain information, by which an individual (data subject) can be identified when using the web-based booking process. However, it will only be used in accordance with this privacy policy.

In order to comply with any changes in legislation, we may need to update this policy from time to time. This policy is effective from March 2018, until further notice.

4.2 AFCEA in the UK

AFCEA, established in 1946 as the Armed Forces Communications and Electronics Association, is an International non-profit membership association, serving the military, government, industry, and academia as an ethical forum for advancing professional knowledge and relationships in the fields of communications, IT, intelligence, and global security.

AFCEA links professionals in Command and Control, Electronics, Communication and Intelligence, across more than nineteen countries on four continents. It covers the defence, homeland security intelligence and civilian government areas, providing a forum to support customers and suppliers alike.

In the UK, the AFCEA UK London Chapter operates as an unincorporated membership association, run by a committee of volunteers.

4.3 What information do we collect?

The matrix at [Table 1](#) below outlines the nature and use of information that we may collect.

4.4 What we do with the information that we gather

We require this information to run and manage the AFCEA UK London Chapter on a day to day basis and to understand the requirements of our members (data subjects). In particular, we use the information for the following reasons:

- Internal record keeping and financial management.
- To take bookings and payments for meetings and events.

- To promote and advertise our monthly Chapter meetings, via the AFCEA London Chapter Yahoo Membership email Group.
- To periodically send promotional MailChimp messages about forthcoming major AFCEA UK events.
- To advise on other allied events, which we think will be relevant and of interest to our members.

4.5 Controlling AFCEA UK London Chapter Generated Personal Data

An “opt-in” [Consent](#) tick box will appear on the events bookings and payments page to indicate that the individual is consenting to our processing of Personal Data.

With the exception of “door lists” that are generated for our meetings and events, we will not distribute or release any personal information to any external third parties, unless we are required by law to do so.

For our conferences, we will make available an attendee list to the delegates. This will comprise ONLY of Name, Rank & Post or Organisation. It will NOT include any contact details.

Individuals who have previously signed up to and consented be included on our Membership Group email list can unsubscribe at any time by clicking on the link provided at the foot of each email. Similarly, there is an unsubscribe link on all MailChimp communications.

4.6 Security

We will ensure that members’ Personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we collect online.

4.7 International Transfers.

No personal data will be transferred by the AFCEA London Chapter to either third countries or international organisations. All Membership transactions – both Corporate and Individual – are conducted on line by the individual (data subject) by interacting with the AFCEA International website. All meeting bookings and payments are booked on line by the individual (data subject) using links from the AFCEA UK website to Formstack / Stripe and or PayPal. They will be providing personal data direct to third party international organisations/countries themselves and have access to their privacy notices.

4.8 Links to other websites

Our website contains links to other websites (e.g. for the purposes of making events bookings and financial transactions). Whilst our bookings and payments system has been constructed using industry best practice to ensure the security Integrity and confidentiality of our users’ information, we do not have any control over 3rd party websites. External

websites therefore cannot be covered by this privacy policy. However, as part of our due diligence, we have ensured that the service providers that we use each have their own stringent security policies and their respective Privacy Statements are shown in the following paragraphs:

4.8.1 AFCEA International

Personal data is collected via the AFCEA International Membership portal. AFCEA International (AFCEA) respects the privacy of its members and other visitors to its websites. AFCEA strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. The privacy statement is here: <https://www.afcea.org/site/?q=privacy>

4.8.2 Formstack

Personal data is collected via the Formstack Ticket Booking system. Formstack complies with the EU-US Privacy Shield Framework and the Swiss-US Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States, respectively. Formstack has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms of this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. The Formstack Privacy Shield program and certification page is here: <https://www.privacyshield.gov/>.

4.8.3 PayPal

Personal data is collected by PayPal. PayPal is committed to adequately protecting user information regardless of where the data resides and to providing appropriate protection for the information where such data is transferred outside of the EEA. For more information see PayPal's privacy here: <https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

4.8.4 Stripe

Personal data is collected by Stripe. Stripe complies with applicable UK & EU laws to provide an adequate level of data protection for the transfer of Personal Data. Stripe is certified under the EU-U.S. and the Swiss-U.S. Privacy Shield Framework. For more information, see Stripe's [Privacy Shield Policy](#).

5 “Consent” Statement for Website

The following Consent statement will be placed on the AFCEA London Chapter Bookings and Payment Page:

GDPR - Use of your information

- Accept and Proceed with booking
 Do not accept - cancel booking process

Should you not be happy with our use of your information as outlined, please do not tick the box - the booking process will be abandoned, we will not retain any of the information entered so far, and you will not be registered for the event!

GDPR - We require this information to run and manage the AFCEA UK London Chapter on a day to day basis and to understand the requirements of our members (data subjects). In particular, we use the information for the following reasons:

- Internal record keeping and financial management.
- To take bookings and payments for meetings and events.
- To promote and advertise our monthly Chapter meetings, via the AFCEA London Chapter Yahoo Membership email Group.
- To periodically send promotional MailChimp messages about forthcoming major AFCEA UK events.
- To advise on other allied events, which we think will be relevant and of interest to our members.

All our emails have an 'unsubscribe' link at the bottom.

Our full GDPR policy and statement is at <td>

6 Requests for Personal data held by AFCEA UK London Chapter

Individuals may request details of any personal data which we hold about them. Details will be available from the Chapter by writing to:

AFCEA UK London Chapter
c/o PO Box 117
Hounslow
TW5 9XG

Any information that we are hold that is found to be incorrect or incomplete, will be promptly amended.

Any request by an individual for their details to be deleted under the GDPR "right to be forgotten" rules will be actioned promptly.