

## Welfare Online Application - Privacy Notice

- We need some personal information from you to enable us to process your application for assistance.
- We have designed the application form so that we only ask for the data that is relevant and limited to what we need in order to assess your application. Your data will not be used for any other purpose other than assessing your application, unless there is legal reason for us to do so. Your data in this application may be reviewed if you make a separate future application for assistance.
- We ask for your consent to process the application and explicitly seek your consent to process special categories of personal data which you may have provided in connection with your application. Special categories of data include health data, ethnic origin, genetic/biometric identifiers, religious, philosophical or political views, trade union membership, and sexual orientation. By giving us consent, you will have made it clear that we can proceed with processing your application. You can withdraw this consent at any time by contacting us at <a href="welfareservices@rafbf.org.uk">welfareservices@rafbf.org.uk</a> and if you do, we will stop any further work on your application.
- In addition to your completed application form, we need supporting documentation to be
  able to process your claim. We need this to be sure of your identity and we have a legal
  obligation to ask you to supply this information. Without suitable ID documentation we
  cannot process your application for assistance.
- Your data will only be available to RAF Benevolent Fund welfare personnel for the purpose
  of assessing your application for assistance. If we do need to speak to an external
  organisation to support your application, we will contact you and let you know who we need
  to contact and why.
- We will store your data securely on our database for 7 years after our last contact with you.
- For more information about data protection, your rights and how we manage personal data, please visit <u>www.rafbf.org/privacy</u>