

The Royal Air Force Flying Clubs' Association (RAFFCA) Privacy Statement concerning the administration of the Junior Rank Pilot Scholarship Scheme (JRPSS) 2017 on behalf of the RAF Charitable Trust (RAFCT).

Dated. 1 Nov 16

Acting on behalf of the Royal Air Force Charitable Trust, the Royal Air Force Flying Clubs' Association (RAFFCA) is responsible for the delivery of the Junior Rank Pilot Scholarship Scheme (JRPSS). This includes the administration of the Scheme's candidate application and selection procedures, both of which require an applicant to submit personal and other information in order to be considered for selection. RAFFCA is committed to protecting a JRPSS applicant's privacy and these pages form RAFFCA's Privacy Statement in regard to the JRPSS 2017 by describing how any personal information will be collected and used during the application and selection processes.

How do we collect information?

RAFFCA utilises a well known online survey development company called SurveyMonkey to present considered questions (the application form) and collate response information (the applicant's answers to the questions). The website address of SurveyMonkey is www.surveymonkey.com

What information do we collect?

The type of information collected includes personal details which include email address, postal address and telephone numbers. Some questions require the applicant to explain their motives for applying and similar reasoning that will aid the Candidate Selection Panel to form their decisions.

How do we use this information?

When an application is submitted, the applicant's responses to the questions are collated and released by SurveyMonkey in an electronic format to the JRPSS Project Officer who is a RAFFCA Official and serving RAF Commissioned Officer. The Project Officer will then oversee the transposition of the electronic form into a PDF type document that will be printed as a hard copy that can be presented to the Candidate Selection Panel. The Panel will comprise of senior RAFFCA executives and Trustees of the RAF Charitable Trust. The name and contact details of those applicants that have indicated on their application form that they would like to be contacted by a RAF Flying Club to discuss flying training will be passed to the Officer in Charge of the respective Club as indicated by the applicant.

How do we protect personal information?

SurveyMonkey use secure servers to collate any information submitted by an applicant and RAFFCA takes all reasonable measures to ensure that the information disclosed to them is kept secure and kept only for so long as is necessary for the purposes for which it is used. SurveyMonkey has its own privacy policy that explains many issues, including how personal information collated on behalf of a customer (ie RAFFCA) is protected. The policy can be

found at this address: <https://www.surveymonkey.net/mp/policy/privacy-policy/> Anyone wishing to apply for the JRPSS should only do so if they accept in full this RAFFCA Privacy Statement and the SurveyMonkey Privacy Policy.

Note. SurveyMonkey refers to the collection of data as being a Survey. Therefore, a JRPSS application should be considered as such in the context of the SurveyMonkey Privacy Policy.

Other websites

The JRPSS website (www.JRFly.co.uk) may contain links to other websites and social media streams which are outside of RAFFCA's control and are not covered by this Privacy Statement. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

Changes

RAFFCA reserves the right to amend this privacy statement.