

Privacy notice for Cadet Force Adult Volunteers in the Combined Cadet Force

For CFAVs in Royal Navy, Royal Marines, Army and Royal Air Force Sections
for personal information held for administrative purposes on Cadet MIS (Westminster)

The Combined Cadet Force (CCF) is committed to managing and storing the personal data you share with us correctly and securely, and to following the rules explained in the Data Protection Act 2018 (DPA18) and the United Kingdom General Data Protection Regulation (UK GDPR).

As part of our commitment to you, we have produced this note to explain what your personal information is, what information we will request from you, and how we will collect it. This note also explains how we will use this personal data while you are a member of the CCF, how we will keep it safe and how we will properly delete it when you leave the CCF.

What your personal information is

Your personal information is information that can be used to uniquely identify you as an individual. This could be as simple as your name, or could be a combination of information such as your address and date of birth.

This note uses the term personal information, but you may also find this called personal sensitive information, personal data or personal sensitive data or in other publications, websites or online applications.

The CCF is one of the Ministry of Defence (MOD) sponsored Cadet Forces. This means that the MOD is responsible for making sure we keep your personal information safe and only use it for the reasons we have explained to you. This responsibility is called the **Data Controller**. The **MOD Data Protection Officer** carries out this role for the CCF and can be contacted at:

Address:	Ground Floor, Zone D, MOD Main Building, Whitehall, London SW12 2HB
E-mail:	cio-dpa@mod.gov.uk

Why we collect and use your personal information

The CCF will collect and use your personal information so that we can manage your time in the CCF, including any activities and courses you may take part in safely and correctly. This responsibility is called the **Data Processor**.

When we ask you to share your personal information, we will explain why we need it and how we will use it. We will only request from you and use the minimum amount of personal information needed to do this correctly, and will not ask for information that we do not need or will not use.

When you join the CCF in any Section as a Cadet Force Adult Volunteer (CFAV) we will ask you for the personal information in the table below, or will ask you for this information while you remain in the CCF.

We will regularly review and update our privacy notices so that they continue to support current policy and practice across the CCF. This version was updated on **15 November 2025**.

Personal information	Why we collect and use your personal information
Name and date of birth	We ask you for this information so we can identify you in the CCF as a CFAV and we do not mix up your information with other CFAVs or cadets.
Contact information, including a home address	We ask you for this information so that we can keep you informed of any changes to your time in the CCF. We will use your home address for completing background safeguarding and security checks.
Emergency contact information	We ask you for this information so that we can contact someone in an emergency or if you had an accident.
Medical information	We will ask you about any medical conditions and medicines you may be taking, and any allergies that you may have. We ask for this information as it is important for us to know what you can do and what we can do to help you take part in activities.
Dietary information	We will ask you about any dietary requirements you have, including any food allergies so we can make sure they are included in our activity planning.
Criminal convictions, offences and safeguarding disclosures	We ask you about any criminal convictions, offences or safeguarding disclosures that we should know about either before you join the CCF as a volunteer, or while you remain a member of the CCF. We use this information to carry out the legal checks on whether you can volunteer with children and young people.
Diversity and inclusivity characteristics	We will ask you for some personal information that will help us to improve your time in the CCF and in planning activities away from the contingent. This includes asking you about your gender. We will also ask you if you would like to tell us about your ethnicity and religion. You do not have to give an answer, but if you do it will help us look at how diverse the CCF is and how we can improve inclusivity in the organisation.
Attendance and achievements in the CCF	We will record your attendance at parades, courses and activities. This allows us to record your qualifications and experience in the CCF. We will use this to confirm you have the appropriate qualifications and skills when planning, delivering or taking part in CCF activities.
National Insurance Number and bank account information	We will ask you for your National Insurance Number and your bank account information when you join the CCF, so we can process any expenses you may be allowed to claim.

We also must be clear on what reason we need to ask you for this information and how we will use it. This is known as lawful bases. We use your personal information under Public Task so that we can manage the CCF in the public interest. We ask you for your medical and dietary information under Vital Interest so we can keep you safe when taking part in CCF activities. We will also use all or some of your personal information to make sure that we are carrying out the tasks the law says that we must do, including managing our Health and Safety responsibilities and responding to lawful requests for information. We **do not** use your personal information to make automated decisions about you.

If you **do not agree to us asking for and using your minimum personal information** in the table above, we will not be able to clearly identify and manage you in the CCF. You will not be able to join the CCF as a result.

We continually look at what personal information we ask you to share to manage your time in the CCF effectively, so we can make sure we only collect the minimum amount of information needed to do this correctly.

Personal data that we may ask you for to enhance your CCF experience

We may ask you for or store other personal information you share with us. This allows us to provide you with appropriate information on your time in the CCF, highlight courses or activities that may be of interest to you. We may ask for or store:

- Letters, e-mails and notes on meetings and telephone calls.
- Photographs, video or audio recordings for promoting the CCF.
- Observations from course instructors and biographical information about your membership of the CCF.

If you want to receive newsletters or update e-mails, **we will ask you separately from any other question, and we will use plain language so that it is clear what you have agreed to receive**. This is because receiving newsletters or update e-mails are not critical to managing you safely in the CCF. We will ask your permission first if we would like to use the personal information you provided for newsletters and update e-mails for another reason.

How we collect personal information

We collect your personal information on a joining form when you apply to become a CFAV. This may be on an electronic or a paper form. When you attend an activity, or complete a course or qualification, we will update this information online.

If your personal information changes after you have joined the CCF, we will ask you to let us know so that we can make sure we have the correct information that will help us when planning training, courses and activities that you may take part in.

If you **visit our website or use the Cadet Portal**, the website will collect some personal and technical information about your visit, or save a small text file called a cookie to your mobile, tablet or computer. This is explained on our [cookie policy page](#).

How we store your personal information

Your personal information is stored securely on Westminster, our Cadet Management Information System (Cadet MIS). This system is approved by the MOD (the data controller) for us to use in managing the CCF. CFAVs are recorded on the Westminster so they can be administered correctly by the contingent, and only those individuals who need access your personal information will be able to access it. We encourage the use of digital records in the CCF, but where we need to keep paper copies of your personal information these will be stored in securely locked cabinets.

CFAVs in the RAF Section will also be recorded separately on the Bader Cadet MIS that is managed by HQ Royal Air Force Air Cadets (HQ RAFAC). This online system is also approved by the MOD for use in managing RAFAC activities. HQ RAFAC will need this information when you take part in their courses and activities. They may also ask for additional personal information to help them manage your training correctly. Additional information for CCF RAF Section CFAVs, including the RAFAC Privacy Notice for CFAVs can be requested from the RAF Section Commander or volunteer team or accessed via the Bader SharePoint site.

All volunteers and staff in the CCF understand the importance of protecting personal information and must complete a mandatory training course at least every three years. Where there is a notable change in the law, then they will be given training to make sure they understand their responsibilities.

Sharing your personal information

We may share your personal information with law enforcement or statutory authorities where there is a legal requirement to do so, or where there is an issue that puts the safety of cadets, volunteers or staff at risk.

We also work with supporting organisations to provide activities, services and qualifications to you on our behalf. We will always explain to you when we do this and what information we will share. We will also make sure that our supporting organisations have strict rules in place to protect any information we share with them and that it can only be used to provide you with what they have said they will do. We will also make sure that personal information will be stored securely. Our supporting organisations are:

- Your school, academy or college.
- The Combined Cadet Force Association.
- The Air Cadet Charity.
- The Council for Cadet Rifle Shooting.
- The Cadet Vocational College.
- The Duke of Edinburgh's Award.
- The Ulysses Trust.

We will not share personal information with other organisations and we will not sell on any personal information we hold. We may process your personal information to generate statistics of interest to the CCF, but this is always done anonymously and no one will be able to identify you from it.

Deleting your personal information

While you are a CFAV in the CCF, we will keep your personal information for as long as it is needed. When you leave the CCF and we no longer need to keep your personal information, we will delete or dispose of it securely, so that we comply with MOD data retention rules.

We may keep some personal information for a longer period after you leave to meet other legislative requirements, or to answer requests for information from ongoing or impending statutory inquiries. This is called a retention period and we will tell you when we must do this.

Your data protection rights

When you share your personal information with us, we will make sure you know what rights you have in law. These are summarised in the table below and explained in detail on the [Information Commissioner's Office website](#).

Access to the information we have about you. This is called your right to access .	You can request a copy of your personal information that we use and store using the process outlined later in this document.
Correct inaccurate or incomplete information we have about you. This is called your right to rectification .	You can ask us to correct any personal information that is incorrect, or add information if it is missing or incomplete.
Understand how we collect and process your personal data. This is called your right to be informed .	You can ask us to explain how we collect any personal information, whether this is electronically or in hardcopy.
Provide your personal information to share with other organisations. This is called your right to data portability .	You can ask us to transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
Restrict what we do with your personal information. This is called your right to restriction of processing .	You can ask us to limit how we use your personal circumstances in certain circumstances.
Stop what we do with your personal information. This is called your right to object to processing .	You can ask us to stop using your personal information completely in certain circumstances, such as removing you from mailing lists.
Delete personal information that we have about you. This is called your right to erasure .	You can ask us to delete your personal information if we cannot give you a compelling reason for us to continue to use or store it.

How to request access to your personal information

Under data protection legislation, CFAVs have the right to request access to the information we have about them. To make a request for your personal information, you

should complete a Subject Access Request or SAR using the [MOD SAR form](#). There are a small number of cases where we do not have to give you the information you have asked for. For example, if we are using data for the purposes of investigating, preventing or detecting crime, or apprehending or prosecuting offenders.

The MOD will not charge you for requesting your personal information from the MOD. We will normally respond to your request within one month unless your request is complex, and in this case, we will always keep you informed of any delays and the reasons why.

If you have a concern or complaint

If you have a complaint about how we use your personal information, we encourage you to first contact your Section's **Data Protection Adviser (DPA)** below. The DPAs can review how your personal information was managed within policy and regulations.

Section	Address	E-mail
RN & RM	RN Cadet Forces Cadet Training Centre, HMS Excellent, Whale Island, Portsmouth, Hampshire PO2 8ER	NavyPeople-ADMINCCFRN-RM@mod.gov.uk
Army	Cadets Branch, HQ Regional Command, Montgomery House, Queen's Avenue, Aldershot, Hampshire GU11 2JN	RC-Cdts-0Mailbox@mod.gov.uk
RAF	HQ RAFAC, RAF Cranwell, Sleaford, Lincolnshire NG34 8HB	RAFAC-HQ-DPA@mod.gov.uk

You can also contact the **MOD Information Rights Team**. They will aim to answer your complaint within 20 working days and will let you know if it will take longer and explain the reasons to you:

Address:	Ground Floor, Zone D, MOD Main Building, Whitehall, London SW12 2HB
E-mail:	cio-dpa@mod.gov.uk

You can also speak to the Information Commissioner's Office (ICO) if you are not happy with how we have used your information:

Address:	Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline:	0303 123 1113
E-mail:	casework@ico.org.uk
Website:	https://www.ico.org.uk