

Privacy Policy

This privacy policy sets out how the Mine Warfare & Clearance Diving Officers' Association (MCDOA) uses and protects any information that you give to us when you use this website.

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is MCDOA with its registered office at Bridge Building, Horsea Island, Portsmouth, PO6 4TT. We use an IT service provider called 'membermojo Ltd.' as the Data Processor.

The MCDOA are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The MCDOA may change this policy from time to time by updating this page and informing you via a website message that a change has been made. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from November 2020, as amended.

1. What we collect

We may collect the following information:

- Name and job title
- Contact information including mail and email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to member surveys and/or offers
- Payment details for membership fees and other authorised MCDOA events or functions
- Details of your visits to our website and the resources that you access.

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration.

2. What we do with the information we gather

We require this information to enable you to receive membership information and services and in particular for the following reasons:

- Internal record keeping
- To improve the Association's products and services
- To send promotional emails about new events, gifts, special offers or other information which we think you may find interesting using the email address which you have provided
- From time to time, we may use your information to contact you for member services and research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your responses to our efforts to improve the Association
- To carry out our obligations arising from any contracts made between you and us
- To notify you of changes to the Association's Constitution, policies, customs and practices

If you are a new member, we will contact you by electronic means (e-mail) only if you have consented to this. If you are an existing member and you have accepted the invitation to re-join the Association via the new members' website in doing so you have agreed to allow the Association to communicate with you electronically by email.



3. Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect online.

However, you should be aware that the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site and so any transmission is at your own risk. Once we have received your information, the MCDOA will use strict procedures and security features to try to prevent unauthorised access.

You will have the option to create a password to protect access to your profile and account. You should make sure that you protect your password and not release to anyone else. Passwords that are used for MOD, business or another employer supplied IT equipment must not be used as your password for the MCDOA website. Your password should not be sequential numbers such as 1,2,3,4 or letters a,b,c,d or your surname or Christian name.

Security of Membership Data

Security and Privacy are considered at all stages of design and implementation. Some of the key points are listed here:

- GDPR requires us to validate and identify all third-party services that we may share your data with.
- Your data is stored on servers in a modern, secure, purpose built data centre in the UK.
- All changes are mirrored across backup servers in real-time and hourly encrypted backups are sent to a second secure data centre, also in the UK.
- All hosting companies are ISO27001 certified.
- Online payments are transferred directly from the member to your PayPal or Stripe account. No account or card details touch our systems.
- Our mailing list sends email to each member individually. A member receiving email cannot see other member addresses.

Administrator access to your data is controlled by email and password from a verified browser. Selected members of the MCDOA Committee can be given read or write access to this data to avoid distributing or storing insecure copies.

Your member data belongs to you. We will never sell or trade any part of this with 3rd parties.

Technical Security

membermojo regularly review site security to ensure their servers are up to date and that they continue to follow industry best practice.

- They use **Cloudflare** to provide best practice TLS encryption between your browser and our site.
- They use firewalls and two factor authentication where available to protect our servers and third-party services.
- Passwords are never sent by email. Modern methods mean we don't (and shouldn't) know what your password is.



- Passwords are one way encrypted using a modern multi-pass hash and unique salt before being stored.

4. Cookies in Use on this Site

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our website. For detailed information on the cookies we use and the purposes for which we use them, please see our Cookie Policy.

5. Links to Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

6. Disclosure of Your Information

We will not normally disclose your personal information to anyone else without your permission. We may disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to protect the rights, property or safety of the MCDOA, its customers or others. This would include exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

7. Controlling Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us at [Company Office Address] or emailing us at mcdassociation2806@outlook.com.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. You may request details of personal information which we hold about you under the Data Protection Act 2018 and this will be free of charge. If you would like a copy of the information held on you please write to the MCDOA at the address shown above.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.



Fair Processing under GDPR

Our website service provider membermojo will process your data under the terms required by GDPR.

As a data processor for our organisation:

1. The data they process and how long they keep it for is defined by their Privacy Policy.
2. They will only use your data with membermojo services.
3. They will only act on written instructions from you or any delegated administrators.
4. All membermojo personnel with access to your data are subject to a duty of confidence.
5. They will use appropriate technical and organisation measures to protect your data.
6. They will only use sub-processors which can provide us with a written contract that respects GDPR.
7. They will only use sub-processors that you consent to.
8. They will assist you in providing subject access and allowing your members to exercise their rights under GDPR.
9. They will assist us with data protection impact assessments for our service.
10. They will notify you and delegated administrators of any personal data breach for your organisation without undue delay.
11. When our contract ends they will remove all personal data held for our organisation after a period defined by their Privacy Policy or immediately if requested.

As a data controller for your organisation contact data:

1. We recognise the Information Commissioners Office (ICO) as our Supervisory Authority, registration number ZA083040.
2. We respect the rights of the individual as required by GDPR.
3. We will notify our Supervisory Authority if there is a breach of organisation contact data.

8. Contact

Any questions, comments and requests regarding this privacy policy are welcomed and should be addressed to mcdoassociation2806@outlook.com .

The Data Protection Officer for the MCDOA is Cdr Chris Baldwin RNR. He can be contacted at mcdoassociation2806@outlook.com or on 07984523434.



Cookie Policy

1. Cookies and How They Benefit You

Our website uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites

Our cookies help us:

- Make our website work as you would expect
- Improve the speed/security of the site
- Continuously improve our website for you
- Make our marketing more efficient (ultimately helping us to offer the service we do at the price we do)

We do not use cookies to:

Collect any personally identifiable information (without your express permission)

- Collect any sensitive information (without your express permission)
- Pass data to advertising networks
- Pass personally identifiable data to third parties
- Pay sales commissions

You can learn more about all the cookies we use below.

Cookies are small files stored on your computer that are used to retain information about your site visits.

Functional Cookies

We use cookies to keep your session active, remember preferences and implement site functions. All functional cookies are required and cannot be disabled.

If using a shared computer, you should sign off after using our site. This will remove any membermojo cookies that identify you.

Service	Cookie / Domain	Purpose
membermojo	canset	Used to test if cookies can be set.
membermojo	dv	Contains monitor dimensions for sizing images.
membermojo	mm	membermojo preferences, such as sign in method and cookie s
membermojo	mmsession	Present for the current session to keep it active.
membermojo	remember_*	Remembers your ID between sessions.
membermojo	trust_*	Records that the browser is trusted by membermojo.
Cloudflare	__cfduid	Set by Cloudflare to implement security controls.
PayPal	paypal.com	Set by PayPal when making PayPal payments.



Service	Cookie / Domain	Purpose
Stripe	__stripe_* stripe.com	Set by Stripe when making Stripe card payments.

Optional Third Party Cookies

Cookies from third parties are used to implement social feeds and improve our service through analytics and advertising.

No personal information from membermojo is shared or linked with these cookies.

You can control these cookies

Service	Cookie / Domain	Purpose
Twitter Timeline	twitter.com	Cookies may be set when Twitter timelines are viewed on organisation pages
Facebook Posts	facebook.com	Cookies may be set when Facebook posts are viewed on organisation pages
Google Analytics	_ga _gid _gat*	Site visits are recorded anonymously so we can review usage.
Google Adwords	google.co.uk google.com doubleclick.net	If you click on a paid advertisement an anonymous cookie is used to record
Facebook Ads	facebook.com	Cookies are used to record visits to membermojo pages to display relevant

2. Granting Us Permission to Use Cookies

If the settings on your software that you are using to view this website (your browser) are adjusted to accept cookies we take this, and your continued use of our website, to mean that you accept our use of the cookies described in this policy.

Should you wish to remove or not use cookies from our site you can learn how to do this below, however by doing so, this is likely to mean that our site will not work as you would expect.

3. More About Our Cookies

Our Own Cookies. We use cookies to make our website work including: Our session cookies. There is no way to prevent these cookies being set other than to not use our site.

Functionality Cookies. These are used to recognise you when you return to our website, enabling us to remember your preferences and personalise content for you.

Third Party Functions. Our site, like most websites, includes functionality provided by third parties. A common example is an embedded YouTube video. Disabling these cookies will be likely to adversely affect the functions offered by these third parties.

Please note that third parties (including, for example, providers of external services like web traffic analysis services) may also use cookies, over which we have no control.

4. Turning Cookies Off



You can usually block or switch cookies off by adjusting your browser settings to stop it from accepting cookies. However, if you use your browser settings to block all cookies, you may not be able to access all or parts of or receive the full functionality of our website. Cookies are a standard part of most modern websites.

5. Contact

If you have any specific questions or queries regarding our Cookie Policy, please contact Chris Baldwin at mcdassociation2806@outlook.com .

