

St John Ambulance & Rescue

GDPR Notice

As part of the training and activities you participate in within St John Ambulance & Rescue ('SJAR'), you acknowledge that we store data on devices, cloud and media that belong to members of SJAR who are authorised to store and process data for the requirements of SJAR – recruitment, training and operations. These are sometimes carried out by SJAR alone, and sometimes in collaboration with other affiliated entities, entities SJAR collaborates with or with third party entities from which SJAR requires permits or authorisations or to whom SJAR is providing a service, whether for hire or otherwise. You are also aware that SJAR is part of a wider organisation, St John Association, also known as St John Malta.

SJAR also needs to engage in marketing and public relations activities in order to be able to engage other volunteers who, like you, might be willing to receive training and provide this noble voluntary service to the community at large.

You acknowledge that, for the purposes of your participation in training and activities of SJAR, we need to process data – including sensitive personal data and particularly that relating to your health – your data will be retained and processed for the purpose of assessing your ability to participate in any operation (whether training or live), and your suitability for the said activities. This is essential to safeguard the interests of SJAR, your colleagues and third parties, as well as your own in ensuring your own safety when participating. Your data is retained on equipment and devices of authorised members of SJAR and on the cloud, held in the name of SJAR, for the entire duration of your membership and for any period thereafter as may be required by law for the retention of records. This is essential to your membership within SJAR and such data may be deleted at your request, should you no longer remain a member.

Furthermore, you acknowledge that during your participation in training and activities of SJAR, photographs and videos may be taken, and such data may be stored and published, to record the activities of SJAR (training and live operations), both as a public relations exercise as well as for the records of the operations in question. This data is retained indefinitely, unless you request us in writing to delete such information from our records. We would need some time in order to implement such request.

In view of our collaboration with third parties, as well as in order to gain access to areas where only restricted access may be granted, both for the purposes of joint training or live service, SJAR is required to share data – including sensitive personal data pertaining to health – with those third parties with whom it is carrying out such activities. These include security clearance for areas which are only reserved to government forces, access to VIP or security areas during performances, or gaining access to training grounds of third party organisations, whether governmental or voluntary. Furthermore, these organisations will have their own data collection and retention policies of which are required to comply with the relevant law. This is essential to your participation in these activities, and your participation signifies your consent to such data processing.

SJAR does not have its own devices and relies on devices held by authorised members, for the collection, retention and processing of members' data. This information will be shared only on an as-needed basis and only with those members authorised for this purpose by SJAR. SJAR also has its own devices on which such data is stored, and these are accessible only to authorised members as described.

If at any time you have an issue with the collection, retention and processing of your data, you should alert one of the officers in order to resolve the matter.

The following is a summary of our GDPR Policy.

- What personal information we collect

We collect personal data necessary to know where to contact you.

We also collect sensitive personal data relating to your health and any medical condition you might have. This is essential to assess your suitability for any training or live operation in which you might be involved.

As part of your application, we might ask for information on your qualifications and your background as this is part of our due diligence obligations, both at law and in accordance with our statute.

We collect photographs and videos of events – whether training, public relations or live service.

- How we collect it

Your personal data (including sensitive personal data relating to health) is collected using the application forms in question, as well as during any interviews you may have prior to joining SJAR. We periodically request updates on any information we hold in your regard, especially if there are material changes.

Training records are also retained as this is a record of your knowledge and experience.

Photographs and videos are taken during events – whether for training, public relations or a live service.

- What we use it for and sharing of members' personal data

Your personal data (including sensitive personal data relating to health) is used to assess your suitability for any training or live operation in which you might be involved. It is also used to obtain access for you, as part of SJAR, during any activities held with third party organisations, whether these are affiliates or otherwise. Generally, data is shared with the following:

- a. Government authorities from whom a special permit or access might be required, or on whose training grounds activities might be taking place (e.g. Civil Protection Department)
- b. Organisations like SJAR who might be hosting an activity, whether alone or jointly with us, where information is required concerning the participants.
- c. Affiliates of SJAR – that is to say St John Association (St John Malta), of which SJAR forms a part
- d. The Most Venerable Order of St John of Jerusalem

St John Association (St John Malta) is the main organisation, of which SJAR is one of its branches; information is shared with this organisation as a matter of requirement, since SJAR answers to the said association and forms an integral part of it.

Photographs and videos on which you might appear are retained as a record of such events; however such media is also occasionally published on social and traditional media platforms. This is essential for us to be able to continue to disseminate information about our work.

- How we keep it secure

Your personal data and any media as described above is retained by authorised personnel and is only shared by such persons on an as-needed basis, and as described above.

Information (digital or otherwise, including printed) held at the Headquarters is kept in a locked office. Devices on which such information is stored are protected by passwords, as are the accounts linked to the cloud service to which SJAR is subscribed.

- What controls do you have?

Your information is essential to our operations and, once you participate, you are consenting to all of the above. Upon your joining SJAR, and commencing training, this will signify your consent.

Should you believe that any information we have is incorrect or out of date, you have a right to review that data and request a correction. This in particular refers to your qualifications, background, contact details and health information.

You can indicate, at any time, that you do not wish us to process any of your personal data any longer, or that you wish your personal data to be removed from our records.

In the case of photographs and videos, these will be deleted but you must allow us some time in order to process this request. This can only be used to request deletion of photos and videos of past events; should you wish to withdraw your consent to photos and videos being taken and published, your participation in events will necessarily be limited. **Note: most activities take place in a public place and SJAR has no control over third parties who may be otherwise recording the event.**

Other personal data which is essential to your participation in SJAR (contact, background, qualification, health) needs to be retained and processed for as long as you are a member of SJAR. Should you request us to stop retaining or processing this data, or request its deletion, then we will consider that you no longer wish to be a member of SJAR.

You retain responsibility to provide correct and up to date information at all time, and to keep us informed if any of the data pertaining to you changes.

Disclaimer:

In the event that SJAR is required to disclose any information by law, to any court or authority in Malta, or to the St John Association, or any third party as described above, SJAR will ensure to the best of its abilities, that such information is treated in the same manner as undertaken by SJAR itself and that the entity that the information is shared only with organisations that offer equivalent protection to your rights.

I declare that I have read and understood the above GDPR Policy.

NAME & SURNAME _____

IDENTITY CARD No. _____ DATE (DD/MM/YYYY) _____

SIGNATURE _____