



Strategic Command

APPLICATION FOR A VETERANS NAAFI SHOPPING PERMIT

Initial Application

Renewal

PART 1 – Use and Retention of Personal Data

1. GERMANY ENABLING OFFICE (GEO) is part of the Ministry of Defence. This privacy policy explains how we process the personal data we collect and hold about you.

What data do we collect about you?

2. We collect, store, and process various categories of personal information about you which has either;
- a. Been provided by you.
 - b. Held in your service record.
 - c. Recorded by CCTV or other photographic methods as sound or visual images (for example, photographs for ID cards and passes).

The purposes for collecting and processing your personal data

3. We collect and use your personal data for various purposes.
- a. To comply with legal and regulatory requirements under both UK and German law, such as in regard to health and safety, law enforcement, crime prevention and the maintenance of law and order.
 - b. For business management and planning, including accounting and auditing, and to ensure compliance with our personnel, IT and security policies. This may include monitoring your business and personal use of our information and communication systems.
 - c. To provide you with a Veterans NAAFI Shopping Permit so that you may access the facility.
 - d. For the purpose of administering and safeguarding security and intelligence matters.
4. We may also use your anonymised data for purposes such as data analytics studies to review and better understand the Veteran population and for other research or statistical purposes.
5. Some of the purposes will overlap and there may be several grounds which justify our use of your personal information on a single or multiple occasion.

The legal basis for the processing your personal data

6. We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in one or more of the following circumstances;
- a. Where it is in the public interest to do so; or for official purposes; or in the exercise of a function of the Crown, a Minister of the Crown or as a government department.
 - b. Where it is necessary for the purposes of the legitimate interests of a third party or MOD, where such processing is not necessary in pursuit of our public tasks, unless those interests are overridden by your rights.
 - c. Where we need to comply with a legal obligation including those that relate to our specific arrangements with Germany in regard to the Force.
 - d. Where it is necessary for performing the task/contract we have entered into with you.
 - e. Where we have your informed consent.
 - f. Where it is necessary in order to protect your vital interests of those of another individual.

How long do we keep your personal data?

7. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
8. To determine the appropriate retention period for personal data, we consider the category and nature of the personal information, the amount of data, its sensitivity, the potential risk of harm from unauthorised use or disclosure, the purposes for which we process the personal data and whether we can achieve those purposes through other means.
9. After the reasonable and necessary retention period, has elapsed all data will be destroyed securely in line with MOD data destruction policy.

Other matters

10. If you do not provide the data referred to above as requested, it may prove impossible for us to fulfil the necessary purpose.
11. We do use the data you have provided for automatic decision making.

Your rights

12. Unless an exemption applies, you have the following rights;
- a. Right to request a copy of the personal data we hold about you,
 - b. The right to have any inaccuracies in your information corrected;
 - c. In certain circumstances you may have the right to have the personal data we hold on you erased.

Contacting us

13. If you want more information on any of the rights listed in paragraph 12, or if you are unhappy with how any aspect of this privacy notice, how your personal information is being processed, or if you have any complaints, please contact the GEO Data Protection Officer at the address below:

Data Protection Officer
HQ GEO
Postfach 7125
33078 Paderborn

Email: GSO-GEO-Legal-GrpMailbox@mod.gov.uk

14. The contact details of Ministry of Defence (MOD) Data Controller and Data Protection Officer are:

MOD Data Protection Officer
Ground floor, zone D
Main Building
Whitehall
London
SW1A 2HB

Declaration of Consent

10. I hereby declare that I have read and understood the above policy and that I consent to the use of my personal information in the application for and use thereafter of, a GEO issued Veterans NAAFI Shopping Permit.

Signature: _____ Date: _____

Surname: _____ First Name: _____

PART 2 – Application Form

1. Personal details to be answered in BLOCK LETTERS using a black pen or typewritten.

(a) Surname*	(b) Forename(s)*	(c) Date of Birth (DD/MM/YY)*
(d) Passport (Ausweis) No*.	(e) Passport expiry ¹ date*	(f) Email address
(g) Residential Address	(h) Home Phone no ²	(i) Mobile (Handy)phone no

2. Information required to confirm former military status*.

(a) Service No ³ .	(b) Rank on discharge	(c) Service & Corps or Regt/Bn

3. The following documentation is required to confirm military service⁴ and the identity of applicants.

- | | | |
|----|---|--------|
| a. | Certified copy of my AFB 108 (Red Book) ⁵ : | Yes/No |
| b. | Certified copy of my Certificate of Service ⁵ : | Yes/No |
| c. | Certified copy of my Passport/Ausweis: | Yes* |
| d. | Recent passport sized photograph to be used for the Card ⁵ : | Yes* |
| e. | War Widows only. Certified copy confirming in receipt of War Widows Pension ⁵ . | |

4. A certified copy must be authenticated by a Public Servant i.e. Police Officer, Army Officer, Civil Servant, Solicitor this includes Host Nation.

Postal Address

Veterans Clerk
J1 GEO
Postfach 7125
33078 Paderborn

5. Any questions on the application form or the process should be addressed to the Veterans Clerk via email - GSO-GEO-J1-Veterans@mod.gov.uk.

* Required field/must be included otherwise the application cannot be processed.

¹ Permit will only be valid until the expiry date of passport or 3yrs whichever is sooner.

² Only required if no email address or Mobile/Handy No is provided.

³ Surname required if different from applicant, i.e. in the case of a widow/widower.

⁴ If the applicant cannot provide a copy of their Red Book or Certificate of Service, then the GEO will liaise with the Single Service Disclosures on their behalf to confirm military service. Note - this will increase the processing time of the application.

⁵ Initial application only.

6. The Veterans Clerk will contact the applicant if there are any issues with the application and when the card is available for collection from the NAAFI Shop in Paderborn-Sennelager.

Declaration of Consent

7. I hereby declare that the information provide is accurate and complete to the best of my knowledge. I undertake to notify the relevant GEO Authorities of any changes in the information I have provided.

Signature: _____ Date: _____