

Privacy Notice for Attendance at Royal Household Event

Purpose of this Notice

This privacy notice explains how Thames Valley Air Ambulance (TVAA) uses personal data for the purpose of enabling your attendance at an event hosted at a Royal site (e.g. Windsor Castle). This notice applies specifically to this event and supplements our main organisational privacy notice (currently under review).

1. What personal data we collect

To facilitate your attendance, TVAA will collect the following information from you:

- Name
- Current address and postcode
- Date of birth
- Place of birth
- Dietary requirements (which may include information about allergies or health-related needs)

This information is necessary for event administration, access management, and for security processes conducted by the Royal Household.

The categories above align with those the Royal Household collects for invited guests, including name, date/place of birth and dietary requirements.

2. Why we collect this information

We collect this information so that:

- We can register you as an invited guest
- We can provide the Royal Household with the information they require to process your attendance and access to the site
- We can ensure appropriate hospitality arrangements (including dietary accommodations)

The Royal Household processes visitor information to send invitations, manage attendance, and for security and health and safety purposes.

3. Our lawful basis for processing your data

Legitimate Interests – Article 6(1)(f) UK GDPR

It is in TVAA's legitimate interest to share the minimum necessary information so that invited guests can safely and successfully attend the event on Royal premises.

Special category data (dietary requirements only)

If your dietary requirements reveal a health condition (e.g. allergy) we rely on your explicit consent (Article 9(2)(a)).

If your dietary preferences does not reveal health information (e.g. vegetarian), consent is not required.

We do not collect or share any criminal conviction data.

4. Who we share your data with

We share your information with:

- The Royal Household (as an independent data controller)
- Windsor Castle Pass Office / relevant Policy Constabulary where required for site access and security screening

The Royal Household shares visitor and guest information with police services for the provision of security at Royal sites.

TVAA does not control these organisations' processing. Their use of your data is governed by their own privacy notice, available at:

<https://www.royal.uk/privacy-notice>

5. How we share the information

We submit guest information to the Royal Household using a secure link they provide.

TVAA:

- Verify the authenticity of the link
- Limits access to authorised staff only
- Shares only the information the Royal Household requires

The data is then processed and stored by the Royal Household in accordance with their internal security controls and procedures.

6. How long we keep your data

TVAA will retain your event information only for as long as necessary to manage this event and meet any record-keeping requirements. We will securely delete the information following the event unless there is a clear operational need to retain it longer.

The Royal Household may retain guest information in line with their own retention schedule, which may include transferring certain records to the Royal Archives for historical purposes.

7. Your rights

You have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request deletion of your data where appropriate
- Object to the processing of your data under legitimate interests
- Withdraw consent for processing of dietary health information (if given)

You can exercise your rights by contact us at:

DPO@tvairambulance.org.uk

Or via our postal address:

Stokenchurch House
Oxford Road
Stokenchurch
HP14 3SX

For matters relating specifically to the Royal Household's processing of your data, you may contact their Data Protection Manager using the details in their privacy notice.

8. Questions or concerns

If you have any questions about how we process your data for this event, please contact TVAA's Data Protection Officer.

If you remain concerned, you may raise a complaint with the Information Commissioner's Office (ICO).