



HEADQUARTERS AIR COMMAND
Secretariat 3a1

Spitfire Block
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Mr Coulter

Email: request-105292-f301ec31@whatdothey
know.com

Our Ref:
09-02-2012-163037-001

6 March 2012

Dear Mr Coulter

Thank you for your email of 9 February 2012 requesting information the MOD collect and hold on Air Cadet Organisation (ACO) volunteers, what purpose this information is used for and how it is stored. I have been asked to reply. This has been considered as a request for information in accordance with the Freedom of Information Act 2000 (FOIA).

The ACO collects and holds personal information on ACO Volunteers on two IT Systems. At Squadron level the BADER IT system holds limited personal information which is used to plan, authorise and report on Squadron activity. In addition, HQ ACO has a database called Universe which is used to manage careers and promotion, pay claims and expenses and to support the control of wider budgets. Both BADER and Universe are secure systems, in compliance with the Data Protection Act, and both have been tested and passed by the Ministry of Defence, Defence Security and Assurance Services (DSAS).

BADER and Universe are the primary tools for handling ACO Volunteer information. However, some units will also retain paper records. These are required to be stored in locked containers, in compliance with the Data Protection Act, and the staff responsible for the records are required to complete the MOD's protecting information training.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Head of Corporate Information, 2nd Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the



MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely

[signed]

Secretariat 3a1
Air Command

