



Royal Navy Instructor Officers' Association (RNIOA)

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1. The RNIOA website is the intellectual and material property of its two founders: Retired Royal Navy Instructor Officers Lt Cdr Michael Rose and Lt John Nixon. All decisions concerning future developments and the publication of new material, including service stories submitted by former Instructor Officers, will be the responsibility of its co-founders. Decisions will be made through internal discussion and consultation, where appropriate, with members of the RNIOA Advisory Panel, whose members are also free to offer suggestions for future developments where necessary.
2. The RNIOA is a not-for-profit organisation and does not ask for fees for the running costs of the website. Contributors are invited, however, to donate to a Royal Navy Charity of our choice, which is indicated by means of a link on the submissions page (entirely optional).
3. The RNIOA takes the issue of security and data protection seriously and adheres to guidelines published in the United Kingdom Data Protection Act. The RNIOA is therefore committed to ensuring that your privacy is protected.
4. We may record and store your names and e-mails after contacting us for the purposes of communication only, and have no intention of passing them on to third parties.

5. The RNIOA site does not use cookies, nor does it track usage of our visitors, nor store data relating to their visits, aside from the simple counting of visitors to the site, which can be observed by the counter at the foot of all of the site's pages.
6. The transmission of information via the internet (including email) is not completely secure. However, we endeavour to guarantee the security of personal data to the best of our ability. The provision of such data is entirely at your own risk.
7. If you access other websites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their own privacy policies. We do not accept any responsibility or liability for their policies whatsoever, as we have no control over them.
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9. Contributors should be aware that submissions to the RNIOA, once edited and approved by the contributor, will be published on the RNIOA site and be available to the general public (with the exception of password access controls to some service stories if requested by contributors) as an educational resource. It is necessary, therefore, for contributors to not include any personal data such as address or date of birth.
10. The RNIOA cannot accept any liability for legal challenges which may arise from the content of published service-related stories. Where necessary, the RNIOA will remove stories that are found to contain information which suggests legal or confidentiality breaches may be possible.
11. Contributors are encouraged to include images that relate to their service stories but it is the responsibility of contributors to ensure that all images are either their own, or provided with a reference under each image to indicate that reproduction on other websites is permissible. Images may be removed if copyright cannot be indicated.
12. Contributors are free to contact the RNIOA by e-mail to either amend or remove their stories from the website. In the latter case, all electronic versions of the original story will then be deleted from RNIOA storage systems.
13. We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us using the "Contact" page.

Work Associates of the RNIOA

1. It may be beneficial for the two co-founders to employ other former RNIOs as associates, particularly in the domain of editing, writing, and encouraging former colleagues to contribute new material for the site in the form of stories and blogs. Providing advice on the editing and improvement of other documents may also be productive areas in which associates can contribute. Honorary positions also fall under the category of associate.
2. Associates will be given a suitable title, and will receive material from the Editor when channelled through the RNIOA email account. Associates may use their RNIOA title in private email accounts they use to communicate with RNIOA contacts, and personal contacts when appropriate.

3. The length of any associate's appointment shall be determined by mutual agreement between an associate and the two co-founders. The co-founders have the sole and exclusive right to begin or end associate appointments according to work requirements, or any other related matters.
4. Associates must, at all times, conduct their work in full compliance with the RNIOA's site policies, as outlined in all sections of this document (see above). Particular attention should be paid to ensuring the privacy of RNIOA contacts and no information (such as email addresses) should be passed to third parties without the permission of the individual concerned. When editing, associates should take particular care in terms of screening out any (current) personal details included in service stories and blogs.
5. Associates will usually be asked to undertake projects by one of the two co-founders, but they should also feel free to propose projects and work under their own creative initiative when appropriate, channelling material and project proposals through the co-founders.
6. The two co-founders will retain final editorial and publishing control of all material to be included on the RNIOA website, removed from the site, or edited.
7. As the RNIOA is a non-profit entity, associates will work as unpaid volunteers consistent with those of the two co-founders.
8. The two co-founders or the RNIOA cannot be held accountable for any independent actions of associates that lead to legal action being taken against associates.