

## **GUILDFORD MODEL FLYING GROUP**

### **CLUB PRIVACY POLICY** (Issue 1 25-5-18)

At the GMFG hereafter referred to as “the club”, we’re committed to protecting and respecting your privacy.

Our Data Protection Compliance Officer has overall responsibility for data protection compliance in our club. You can contact him/her by phone or email or via a Committee Member.

This policy explains when and why we collect personal information about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

We may change this policy from time to time and will inform you if we do. To be a member of the club, you must agree to be bound by this policy.

Any questions regarding this policy and our privacy practices should be addressed to the clubs Data Protection Compliance Officer.

#### **How do we collect information about you?**

We obtain information about you, from you, when you apply to become a member of the club and subsequently if you contact us to update that information.

#### **What type of information is held about you?**

The personal information we hold consists of your name, address, email address, telephone number and BMFA number.

The legal basis for the processing of your personal data is to enable the club to fulfil its contractual obligations and provide membership services.

#### **How is your information used?**

We may use your information to:

- Maintain a membership waiting list.
- Process your membership.
- To carry out our obligations arising from your membership.
- Seek your views or comments on matters relating to the club and model aircraft flying.
- Notify you of issues relating to our flying site.
- Notify you of changes to our services.
- Send you communications which you have requested or information that may be of interest to you. These may include information about club events, contests, items for sale and other club related matters including information from the BMFA that may be of interest.

### **How long do we retain your information?**

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual persons club membership lapses their information will be securely kept until the next membership renewal date, a period of 1 year, after which time that information will be deleted.

### **Who has access to your information?**

All members of the club must also be members of the BMFA, by joining the club you give consent for your personal data to be shared with the BMFA to enable provision of BMFA membership services. Please see the BMFA privacy policy at

<https://www.bmfa.org/Privacy-Policy>

Other than this we will not release your information to third parties beyond the club unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

### **How you can access and update your information?**

The accuracy of your information is important to us. You can check it on the members dashboard area of the BMFA website and update the information if necessary directly through that website. You will also need to update GMFG by contacting the Membership Secretary.

### **What are your rights?**

- (a) the right to access;

You have the right to confirmation as to whether or not we process your personal data. You have the right to access your personal data and know how and why we use it e.g. the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply you with a copy of your personal data within 28 days of you requesting it.

- (b) the right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed within 28 days of you requesting it.

- (c) the right to erasure;

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a club member and wish the data not to be held for our standard period.

Please note a request for data erasure for a current member would require that member to forfeit membership because the data is required for the club to fulfill its obligations.

(d) the right to restrict processing;

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of your personal data; you believe the clubs processing of it is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

(e) the right to object to processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose as soon as we receive your objection.

(f) the right to data portability;

To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

(g) the right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a

complaint with the Information Commissioners Office.  
<https://ico.org.uk>

- (h) the right to withdraw consent.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to the \*GMFG Data Protection Compliance Officer. In addition you will also need to review your data on the BMFA members dashboard when logged into their website.