



Privacy Notice

Date	Version	Summary of Change	Author
6 February 2020	3.0		P Brown

Introduction

Glenrothes Aeromodelling Club (GAC), hereafter referred to as GAC, is committed to respecting your privacy and protecting your personal information.

GAC has not appointed a Data Protection Officer to oversee its compliance with data protection laws as it is not required to do so. However contact details have been provided at the end of this privacy notice should you wish or need to make contact regarding data protection issues or compliance within GAC.

This notice explains when and why GAC collects personal information about people who join, how it uses that information, the conditions under which it may disclose it to others and your rights in relation to your personal data.

As a living document this policy may change over time. Please check the website at <http://www.glenrothesaeromodellingclub.org> to ensure access to the most up to date version and that you are happy with any changes that may have been made.

By becoming a member of GAC, you are agreeing to be bound by this notice.

How does GAC collect information about you?

GAC obtains information about you when you apply to become a member.

What type of information is collected about you?

The personal information GAC collects may include your Name, Address, Email Address, Telephone Number, Date of Birth for Junior Members, Insurance and Competency Awards related to model flying.

If you pay GAC for the services via an electronic/online Bank Payment (FPI, TFR, BP etc) directly to the nominated GAC Account, a record of your payment, as supplied by the GAC's current banking provider, will be held by as part of GAC's Financial Records.

The legal bases for the processing of your personal data are

To enable GAC to fulfil its "Contractual Obligations" in the provision of membership services.

To enable GAC to fulfil its "Legitimate Interests" in the provision of membership services.

To enable GAC to fulfil its "Legal obligations" in the management and maintenance of financial records.

By providing your "Consent" GAC further provides information and news, guidance and support, events and competitions.

How is your information used?

GAC may use your information to ...

Process your membership.

Carry out its obligations arising from your membership.

Seek your views or comments on matters relating to the club and model aircraft flying.

Notify you of changes to its services.

Arrange your membership of the Scottish Aeromodellers Association (SAA) where you have requested this.

Send you communications which you have requested and that may be of interest to you.

These may include information about GAC events and contests and other club related matters, also information from the national bodies that may be of interest to you.

How long does GAC retain your information?

GAC will hold your personal information on its systems for as long as is necessary to carry out its obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person's club membership lapses your information will be securely kept for a period of **five years** (plus current membership year), after which your information will be deleted.

Who has access to your information?

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

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

As a Scottish Aeromodellers Association (SAA) Affiliated Club, GAC acts as a "Joint Data Controller" with the SAA in respect of new and existing SAA members. Through a "Data Sharing Agreement" with the SAA, GAC will share your information for the purpose of completing tasks and providing services to you and on your behalf (for example processing new SAA member applications, processing SAA member renewals, updating personal information to ensure accuracy and validity).

When GAC shares information with the SAA, as a "Data Controller", it will only do so where and when a mutually agreed and formalised "Data Sharing Agreement" is in place.

The "Data Sharing Agreement" will clearly specify the items of personal information required to deliver the services and also the steps and controls to ensure the continued privacy and security of your information.

GAC will not release your information to any other organisation or third parties unless it is required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How you may access and update your information?

The accuracy of your information is important to GAC. You can check the information held is correct by contacting the Secretary, Glenrothes Aeromodelling Club, 66 Well Road, Glenrothes, Fife, KY7 5DS.

Links to non - GAC websites

GAC's website may contain links to other websites run by other organisations. This privacy policy only applies to GAC and to the GAC website. You are encouraged to read the privacy statements

on the other websites you visit. GAC cannot be responsible for the privacy policies and practices of other sites even if you access them using links from its website.

Additionally, if you linked to GAC website from a third-party site, GAC cannot be responsible for the privacy policies and practices of the owners and operators of the third-party site and recommends that you check the privacy policy of that third-party site.

Your rights

Right to access

You have the right to confirmation as to whether or not GAC processes your personal data and, where it does, access to the personal data, together with certain additional information. That additional information includes details of 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, GAC will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

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.

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 GAC's standard 5 years (plus current membership year).

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

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 the personal data; processing is unlawful but you oppose erasure; GAC no longer needs the personal data for the purposes of its 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, GAC may continue to store your personal data. However, GAC 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.

Right to object to processing

You have the right to object to GAC's processing of your personal data for direct electronic communications purposes. If you make such an objection, GAC will cease to process your personal data for this purpose.

Right to data portability

To the extent that the legal basis for GAC's 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 GAC 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.

Right to complain to a supervisory authority

If you consider that GAC's processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioner's Office. <https://ico.org.uk>

Right to withdraw consent

To the extent that the legal basis for GAC's 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 Secretary.

Contacting GAC

Glenrothes Aeromodelling Club
66 Well Road
Glenrothes
Fife
KY7 5DS