

## Nene Valley Aeromodellers (proposed) Privacy Policy (v1) May 2018

### 1. What this privacy policy covers

Nene Valley Aeromodellers (NVA) is committed to protecting member's personal information. This policy explains how NVA collects and uses personal information about the members.

NVA aims to comply with the General Data Protection Regulation (GDPR), a legal requirement, enforceable from 25 May 2018. Further information is available on the British Model Flying Association (BMFA) website ([www.bmfa.org](http://www.bmfa.org)).

NVA is affiliated to the BMFA. Please see their website for the Privacy Notice concerning the data which we pass on to them.

### 2. Information we gather

We collect information in the following ways:

#### Information you give us.

Information may include your name, date of birth, postal address, email address, phone number, payment details (when paying fees), and your flying qualifications.

#### Photography and video.

Photography and video may be taken at events and used on our website, social media platforms and for promotional and internal documents. Members that find particular image of themselves offensive can request that it is removed.

### 3. How we may use your information

The club may also use member's personal information for legitimate basis. For example, when an individual applies to become a member of NVA, it has a legitimate organisational interest to use their information to respond and explain the benefits of being a member.

NVA may use member's information for a number of purposes including the following:

- i. Compliance with legal and regulatory obligations and good practice
- ii. To provide members with information our activities
- i. Any other reasonable purposes of NVA, acting always in accordance with the data protection law (as amended from time to time).

### 4. Marketing

NVA will **not** provide member's information to any person or organisation for marketing purposes. Contact details with items on the "For Sale" page of the club's website excepted with the member's permission.

## **5. Information sharing and disclosure**

The club may disclose member's personal information to third parties if we are under a duty to disclose such personal data to comply with any legal obligation (for example to government bodies and law enforcement agencies).

## **6. Keeping member's records**

NVA keeps records for two years after a member leaves the club (dated from the first time membership is not renewed). Former members have the right can ask for the records to be deleted immediately after they leave the club.

## **7. Where we may store personal information**

The membership data that collected will be transferred to and stored at the BMFA's registered office and online systems where appropriate. Members submitting personal data, agree to this transfer, storing or processing.

NVA stores data on computers used by committee members to carry out their roles and in hard copy in a secure location with limited access. NVA will take all reasonable steps to ensure that member's data is treated securely and in accordance with this Privacy Policy.

## **8. Member's rights**

Members have the right to:

- i. Have any inaccuracies in their data corrected. If members would like to update the details the club holds about them, they should contact the NVA club secretary.
- ii. Request that we delete member's personal data.
- iii. Request a copy of the personal information we hold about them.

## **9. Changes to this policy and the way NVA treats personal information**

NVA may update the terms of this privacy policy at any time; members may check it at any time, a copy is always available via a link on the club's website.

NVA will notify members about significant changes in the way it treats personal information by sending a notice to the primary email address members have provided.

## **10. Enquires and Complaints**

The club committee is the first point of contact regarding any enquires arising from this Privacy Policy. Where possible, please raise all enquires in writing.

Members may also complain directly to the Information Commissioner's Office if you are concerned with how NVA is handling their personal information, using their online form which can be found here: <https://ico.org.uk/concerns/handling/>.

## **11. Member's responsibilities**

Members of NVA have a responsibility to protect other member's data by not:

- i. Passing on contact information without permission (unless you are friends outside the club)
- ii. Accessing the membership files unless they are a committee member or have been asked to do so for legitimate reasons.

Breaches of these responsibilities should be notified to the committee.