

# GENERAL DATA PROTECTION REGULATIONS

May 2018

## Skylarks model flying group

### PRIVACY POLICY

Skylarks Model Flying Group (SMFG) is committed to protecting and respecting your privacy.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our group secretary has overall responsibility for data protection compliance in our group. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

This privacy statement (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

By joining or renewing your membership of Skylarks model flying group and providing the information requested on your application form or visiting [www.skylarksmodeflyinggroupp.co.uk](http://www.skylarksmodeflyinggroupp.co.uk) ("Website") you are accepting and consenting to the practices described in this privacy statement.

We work hard to make sure that we only use your information in the ways that you want us to. This privacy statement explains what information we collect, how and when it is collected, what we use it for now, how it is stored and how we will use it in the future.

If you have any questions about the way in which your information is being collected, stored or used which are not answered by this privacy statement please contact the group secretary.

**Note: we do not accept Junior Members, this is defined as someone aged less than 18 years of age.**

For the purposes of the GENERAL DATA PROTECTION REGULATIONS, the data controller is Skylarks model flying group.

#### **What personal information do we collect? From where do we collect it? How is it used?**

When you fill in your application for membership you provide us with information to allow us to identify you and contact you.

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

As a BMFA affiliated group all members must also be members of the BMFA, so the information provided by you is used by Skylarks model flying group and the BMFA to

- process your membership
- to carry out our obligations arising from your membership
- seek your views or comments on matters relating to the group and model aircraft flying
- notify you of changes to our services
- Send you communications which you have requested and that may be of interest to you
- These may include information about group events and contests and other g related matters, also information from the BMFA that may be of interest

#### **The information we ask for is:**

If you have joined the BMFA independently and not through SMFG we need your **BMFA membership number** so that we can verify your BMFA membership.

**Your title and name** is required to identify you. Without this we don't know who you are and we cannot process your application.

**Your address** is required to process your application, communicate with you and send you any membership, insurance documents, handbooks and other items/documents which from time to time we may

need to send to you which cannot be sent electronically, or which are better sent by physical method. Without this we will be unable to communicate with you except by e-mail or telephone, so you would have to make alternative arrangements to collect such items as above in person. We will not be able to send them to a third party address.

**Your date of birth** is required to process your application so that we can charge the appropriate Skylarks model flying group and BMFA membership fee. It alerts us to your status if you are a junior member BMFA member we do not accept junior members into SMFG

**Your home/mobile telephone number** is required to process your application and is necessary should we need to contact you and electronic methods have failed, or there is a possibility that the electronic method will not be immediate enough

**Your emergency contact number** a number of a person that we should contact if you are taken ill or be injured while at the flying site or attending any SMFG event.

**Your e-mail address** is required to process your membership. The preferred communication method from the group to the members is by e-mail. If you are a junior member this should be the e-mail address of your parent/guardian. Without this we will be unable to contact you by e-mail and would probably have to contact you by post.

So that we can gauge your need for training/mentoring, what emphasis we need to place in flying arrangements and what transmitter control we need to maintain, we ask you to let us know **disciplines flown, radio equipment, BMFA endorsements, preferred channel if 35mhz.**

You need not answer this question, but you are not absolved of your responsibility to act in a safe manner in this respect, and to follow the guidance of the BMFA handbook and group rule book

If you attend an event you will be asked to register by signing an **Attendance Record** with your name and signature. This is to ensure that should it be necessary to evacuate the building all attendees can be accounted for.

Additionally, in the event of the AGM the number of votes cast can be compared to the total attendees to ascertain the result of a majority vote. Where an entrance fee is payable this record of attendance is also used as a financial record.

Attendance Records are retained with other documents relating to the event.

If you send us an **e-mail** it will contain your e-mail address and possibly an IP address of your electronic device.

**E-mails** will be retained on the electronic device of the committee member to whom it was sent for no longer than 5 years after the expiry date of your last membership year, it will then be deleted (unless otherwise prevented by legal requirement or the public interest).

#### **Primary Communication method**

The SMFG's primary communication method is email and as such it is a requirement that you join the SMFG Yahoo Group email alias which is used for all admin communication, this is not for general purpose communication, for this we use the groups Facebook page. Signing up to the Facebook page implies that you accept the privacy statement of Facebook.

#### **Where we store your personal data**

We will take all steps reasonably necessary to ensure that your data is treated securely in accordance with all applicable laws and in accordance with this privacy policy.

All information you provide to us on your membership application form is stored on password protected personal computers owned by The Membership Secretary for the purpose of processing membership applications.

Your details along with that of other members are from time to time shared with the group Secretary so that he can notify you of anything relating to Skylarks model flying group of which you need to be informed. (e.g., rules changes, BMFA Club bulletins, notices of meetings and other business matters of the group).

Your details will be shared with the Events Coordinator to enable that person to notify you of the group events that he organises.

The information is shared with these officers of the committee by means of a password protected spreadsheet and stored on their password protected personal computers.

Whenever any payment is made to or from the group the Treasurer will accumulate some personal information relating to the payer or payee which will be stored on his password protected personal computer and may on occasion be shared with other members of the committee.

Other information generated or accumulated from communications between members and committee members is stored on the personal computer of the individual committee member and in the event of it being shared with other committee members it may be stored on their personal computers.

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

We will not give, sell or rent your information to third parties (except the BMFA as set out below)

We will not share your personal data for marketing purposes.

All members of the group must also be members of the British Model Flying Association (BMFA) who are the advisory body for the sport. Your name, address, age, e-mail address, DOB, is shared with the BMFA, for the purpose of processing your membership, transferring any fees collected by Skylarks model flying group on their behalf and is used by them to arrange the required insurance and issue the necessary documentation, and otherwise carry out their obligations arising from your membership.

We may from time to time circulate to you, usually by e-mail, notifications of items for sale by outside parties (e.g. private sale of pre-owned models) or events that we feel may be of interest to you (e.g. Other clubs bring and buy sales and fly-ins). Please note that if you wish to follow these up it will be for you to contact the originator direct. We will not be acting as agents or facilitators and we will not be privy or party to any resulting arrangements or contracts which will be between yourself and the originator.

**You can exercise your right to prevent receipt of such notifications** by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting the group secretary

### **Your 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.

### **How long will we keep your information**

We will keep your information for as long as is reasonably necessary for these purposes and in any case no longer than our standard period of 5 years after the expiry date of your last membership year, (unless prevented by legal procedures or the public interest).

### **Your right to erasure**

If you wish us to remove your personal information before the standard period has expired, we can do so as long as you are not still, and do not wish to remain, a member of the group (and we are not bound by any legal procedures, or the public interest to retain it) upon receipt of a written request to the group secretary. Your request should be accompanied by adequate proof of identity.

### **Updating your personal details**

We want to make sure that the information we hold about you is correct and up to date at all times.

**Your right to rectification**

You are entitled under the regulations to ask for a copy of the information we hold about you. You can at any time amend or update your information by contacting the group secretary (along with adequate proof of identity) and detailing the changes you wish to make.

**Your right to restrict processing** can be exercised if you think our information is inaccurate, or the processing of it is unlawful, or we no longer require it but you wish it retained for legal purposes.

**Your right to data portability.** You have the right to receive your personal data from us in commonly used and machine-readable format.

**PLEASE NOTE**

Our website does not store personal information and at this point does not use cookies, but it may, from time to time, contain links to and from the websites of other model aircraft clubs, model show and event's organisers, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites

**What you can expect from us?** We will at all times comply with the standards, procedures and requirements of UK data protection laws to ensure that the personal information you give us is kept appropriately secure and processed fairly and lawfully.

**Your 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>

**Your right to withdraw consent**

You have the right to withdraw your consent for us to process your personal information at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

**Exercising your rights**

You may exercise any of your rights relating to your personal information and its processing by contacting the group Secretary in writing or by e-mail.

at

The group Secretary  
Skylarks model flying group  
47 Hermitage Green  
Hermitage  
Berkshire  
RG18 9SL

e-mail [info@skylarksmodelflyinggroup.co.uk](mailto:info@skylarksmodelflyinggroup.co.uk)

This Privacy Statement may change and therefore you should review it regularly. We will of course notify you of any changes where we are required to do so. If you have any questions relating to this statement, please e-mail the group secretary