

GENERAL DATA PROTECTION REGULATIONS May 2018

NADMAS PRIVACY POLICY

Newbury and District Model Aircraft Society (NADMAS) 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 Data Protection Compliance Manager has overall responsibility for data protection compliance in our club. 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 NADMAS and providing the information requested on your application form or visiting www.NADMAS.org.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 club secretary.

If you are under 16, we require that you inform a guardian or parent regarding NADMAS' privacy policy before joining NADMAS or visiting our Website.

For the purposes of the GENERAL DATA PROTECTION REGULATIONS, the data controller is NEWBURY and DISTRICT MODEL AIRCRAFT SOCIETY

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 club to fulfil our contractual obligations and provide membership services.

As a BMFA affiliated club all members must be also be members of the BMFA so the information provided by you is used by NADMAS and BMFA to

- 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 changes to our services;
- Send you communications which you have requested and that may be of interest to you.
- These may include information about club events and contests and other club 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 NADMAS we need your **BMFA 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 NADMAS and BMFA membership fee.

It alerts us to your status if you are a junior so that we can invoke our special duty of care policies which apply to juniors.

If you are a junior we cannot communicate with you except with the consent of your parent/guardian We ask your parent /guardian to sign your application form so that they are aware of it and the limit of our responsibility toward you.

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. If you are a junior member this should be the telephone number of your parent/guardian. Without this we will be unable to contact you at short notice, we will have to rely on e-mail or post.

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 NADMAS event.

Your e-mail address is required to process your membership. The preferred communication method from the club 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 club 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).

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 Club Secretary so that he can notify you of anything relating to NADMAS of which you need to be informed. (e.g., rules changes, BMFA Club bulletins, notices of meetings and other business matters of the club).

Your details will be shared with the Events Coordinator to enable him to notify you of the club events that he organises (e.g.Xmas Dinner, Pilot of the Year Competition, Natter Night, Indoor Flying).

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 club 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 club 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, is shared with the BMFA, for the purpose of processing your membership, transferring any fees collected by NADMAS 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 club 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 club (and we are not bound by any legal procedures, or the public interest to retain it) upon receipt of a written request to the club 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 club 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 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 events 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 Club Secretary in writing or by e-mail.

at
The Club Secretary
Newbury and District Model Aircraft Society
Heathercroft
Orchard Close
Hermitage
Berks
RG18 9RU

e-mail r.jepson@sky.com

Telephone 01635 200202

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 club secretary