

## Privacy notice (Version1 May18)

It includes the following sections:-

1. Who are we and how do you contact us
2. What kind of personal information about you do we process
3. What do we use your personal information for
4. What are the legal grounds for our processing your personal information
5. When do we share your personal information with others
6. What should you do if your personal information changes
7. For how long is your personal information retained by us
8. What are your rights under data protection laws
9. Contact us

### 1. Who are we and how do you contact us?

Peterborough & Spalding Gliding Club Limited is a registered company. You can find us at P.S.G.C Ltd, Crowland Airfield, Spalding Road, Crowland, Peterborough, PE6 0JW. Our data protection personnel can be contacted at, [enquiries@psgc.co.uk](mailto:enquiries@psgc.co.uk).

### 2. What kind of personal information about you do we collect and process?

- > Data as supplied by you on our permanent and temporary membership forms including contact information.
- > Emergency contact information.
- > Information on type and date of flying medical where required.
- > Flying records taken from flight logging computer.
- > Bookings for flying, rostered duties and social events
- > Accident/incident reports.

### 3. What do we use your personal information for? We use your personal information for the following purposes:-

- > Ensure our flying operations are efficient and safe.
- > Ensure we charge you correctly for the flying you do and other items you purchase.
- > Communicating with you about club news such as upcoming events, duty rosters and the like.

### 4. What are the legal grounds for our processing your personal information? We rely on the following legal basis to use your personal data:-

#### a) Where it is needed to fulfil our contract with you to provide you with our products and services such as,

- > Maintaining our current membership database.
- > Keeping financial records.
- > Providing club social activities.
- > Running competitions.
- > Informing our members on all relevant club matters, e.g. safety, social, operational.

#### b) To comply with our legal obligations, such as:-

- > Keeping accurate flight logs.
- > Holding medical information to ensure fitness to fly
- > Keeping accurate financial records.
- > Holding training records.

#### c) Where it is in our legitimate interests to do so, such as:-

- > Continuing to improve the club for the service of its members.
- > To administer good governance of the club.

#### d) With your consent as given on the permanent and temporary membership forms or other specific consent.

### 5. When do we share your personal information with others? We share personal information with the following third parties for the following reasons:-

- > We provide statistical information to the British Gliding Association (BGA) although we do not send specific personal data apart from contact details of club officers.
- > Members flying records may be shared with the BGA should the member undertake instructor training.
- > We provide any information that we are legally obliged to supply to third parties such as the Civil Aviation Authority, the Air Accident Investigation Board etc.
- > Club officer details are posted on the club notice boards.

### 6. What should you do if your personal information changes?

- > You should tell us so that we can update your records. You can contact us using the details on our website. Permanent club members can submit a revised membership form.

### 7. For how long is your personal information retained by us?

- > Permanent member information is deleted from the current databases such as contact lists and logging computer lists within 60 days of leaving the club.

Apart from the above, and unless we explain otherwise to you, we will hold your personal information based upon the following criteria:-

- > For as long as you are a member of the club and then for as long as someone could bring a claim against us.
- > For as long as we are legally obliged to retain such information.
- > For archive purposes.

### 8. What are your rights under data protection laws? The following is a list of rights that an individual has under data protection laws. They don't apply in all circumstances for example where we are required by law to provide information. We will explain at the time if they are engaged or not.

- > The right to be informed about the processing of your personal information.
- > The right to have your personal information corrected if it is inaccurate, and to have incomplete information completed.
- > The right to object to processing of your personal information.
- > The right to restrict processing of your personal information.
- > The right in certain circumstances to have your personal information erased.
- > The right to request details of the personal information we hold about you and how we process it.
- > The right to move, copy or transfer your personal information.
- > Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you.
- > The right to complain to the information commissioner's office which enforces data protection laws at <https://ico.org.uk>