

Blackpool & Fylde Radio Controlled Model Society Data Protection & Privacy Notice

Revision 2, 24th April 2020

1. About this Notice

- 1.1 At the Blackpool & Fylde Radio Controlled Model Society hereafter referred to as “the club”, we are committed to protecting your privacy.
- 1.2 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.
- 1.3 This notice explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.4 We reserve the right to amend this Data Privacy Notice from time to time without prior notice. You are advised to check our website www.blackpoolmodelflyers.org.uk or our Facebook group page regularly for any amendments (amendments will not be made retrospectively). By becoming a member of the club, you're agreeing to be bound by this notice.

Website: www.blackpoolmodelflyers.org.uk

Facebook Page: <https://www.facebook.com/groups/1406818936253270/>

- 1.5 We will always comply with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. What information do we collect and why?

We obtain information about you when you apply to become a member of the club by submitting an application form to the membership secretary. This can either be in paper or electronic form. This form requires you to confirm that you have read and agree to abide by the constitution and rules of the society.

The following table identifies what information we hold and why:

Type of Information	Purpose	Legal Basis of processing
Members name, address, telephone number(s), e-mail address	Managing the membership of the BFRCMS and its affiliation with the BMFA. Communicate with the members for the purpose of canvassing views, sending communications about events or changes to our services.	For the purpose of legitimate interests in operating the BFRCMS club enabling the club to fulfil our contractual obligations and provide membership services.
Date of Birth	Managing membership categories which are age related Registering and processing payments for BMFA insurance when requested	Ensuring the correct payment category of the member when joining the club and when purchasing BMFA insurance on their behalf
Members BMFA Number	Validation of insurance and BMFA proficiency	For the purpose of legitimate interests in operating the BFRCMS club and fulfilling our contractual obligations with the BMFA
Members name and BMFA or Club Achievement status	Managing the members proficiency to: <ul style="list-style-type: none"> fly unsupervised at the field fly specific categories of model to legitimately offer examination services to the membership 	Ensuring compliance with our insurance obligations with the BMFA
Previous membership history	To maintain a record of current and past membership to ensure compliance with the BFRCMS membership fees agreed at the AGM	For the purpose of legitimate interests in operating the BFRCMS club
BMFA Insurance payment route (via. The club or direct)	To track payments made by the club on behalf of the member	For the purpose of legitimate interests in operating the BFRCMS club
CAA Operator ID CAA Flyer ID	To track compliance with CAA legislation	For the purpose of legitimate interests in operating the BFRCMS club and fulfilling our obligations to ensure our members are compliant with CAA legislation

3. How long do we retain your information?

We will hold your personal information on our systems for as long as is necessary to carry out our 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 10 years, after which your address and contact information will be deleted. Name, proficiency and BMFA number will be retained indefinitely to ensure compliance with the BFRCMS membership policy agreed at the AGM.

4. Who has access to your information?

4.1 We will not sell or rent your information to third parties.

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

4.3 All members of the club must also be members of the BMFA, by joining the club you give consent for your personal data to be shared with the BMFA to enable provision of BMFA membership services. Please see the BMFA privacy policy at <https://www.bmfa.org/Privacy-Policy>

4.4 We will not release your information to third parties beyond the club unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

4.5 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. All member data is held on password protected systems and restricted to the minimum number of committee members.

4.6 When members transmit information to us over the internet (e.g. email) this can never be guaranteed to be 100% secure.

5. How to access and update your information?

The accuracy of your information is important to us. You can check and update the information we hold is correct by using the contact details in section 7 of this notice.

We urge all members to fully complete the membership renewal forms each year as these are used to update any existing records.

6. What are your rights?

6.1 The right to access;

You have the right to confirmation as to whether or not we process your personal data and, where we do, 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, we will supply to you a copy of your personal data.

6.2 the 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.

6.3 the 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 our standard periods defined in section 3.

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 fulfill its obligations.

6.4 the 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; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defense of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we 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.

6.5 the 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.

Please note an objection to data processing for a current member would require that member to forfeit receipt of the club newsletter. This mechanism is required for the club to minimize costs.

6.6 the right to data portability;

To the extent that the legal basis for our 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 us 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.

6.7 the 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>

6.8 the right to withdraw consent.

To the extent that the legal basis for our 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 club.

7. Contacting Us

The Blackpool and Fylde Radio Controlled Model Society can be contacted via. The club secretary at:

7 Kenilworth Rd
St. Annes
Lancashire
FY8 17Z

Secretary@bfrcms.co.uk

The Data Protection Compliance Officer can be contacted by email at:
treasurer@bfrcms.org.uk

Revision History

Revision	Release Date	Comments
1	24/08/2018	Initial release
2	24/04/2020	Updated to include CAA IDs