



# Dumfries Model Flying Club

## Privacy Policy

### General Data Protection Regulations - Personal Data

The Dumfries Model Flying Club (DMFC) treats the privacy rights of Members seriously.

This document explains how personal data is collected, stored and processed by the DMFC. Personal data is information related to the identity of an individual.

The Club obtains, maintains, stores and processes a limited amount of personal non-sensitive data relating to Members and Prospective Members only, and the legal basis for this under GDPR is **Legitimate Need**.

Personal Data is limited to that which is provided by each data subject themselves and collected via the [DMFC Membership Application Form](#) which can be viewed and downloaded from the [DMFC website](#). Additional accounting and other information relating to individual membership is added by the Club as detailed below. It is retained by the Club for the duration of a person's membership of the Club or for longer where legal or insurance implications require us to retain the data for longer. Applications for DMFC membership by minors must be countersigned by the applicant's parent or guardian. The personal data (if any) of Prospective Members who subsequently decide not to join the DMFC is destroyed when their decision is made known to the DMFC Treasurer who is the designated Data Controller.

These data elements and the processing carried out on them are the minimum required to enable the DMFC to carry out its functions and responsibilities and are within the reasonable expectations of DMFC members.

### The data is used by the Club

- To provide DMFC services, activities, facilities and insurance benefits to Members
- To enable DMFC to communicate with its Members and Prospective Members.
- To maintain a DMFC Membership Register, including management of Member status.
- To manage and process Membership Applications and Renewals in respect of membership of both the DMFC and the Scottish Aeromodellers Association (SAA), to which the DMFC is affiliated.
- To manage and account for Subscription receipts in respect of membership of DMFC.
- To manage and account for Subscription receipts and payments in respect of membership of SAA which provides insurance benefits both for the DMFC and for its SAA members individually.
- To manage and account for any donations made to the Club by Members.
- To verify SAA or British Model Flying Association (BMFA) current membership to ensure that the DMFC constitutional requirement for Members to have valid current third party insurance is satisfied.
- To verify SAA or BMFA safety and achievement accreditation to determine whether each Member is capable of flying radio-controlled model aircraft safely without personal supervision.

- To satisfy SAA and BMFA guidelines whereby flying alone is strongly discouraged in the interest of member safety. For this reason, member contact details are shared between members to enable them to liaise with each other to arrange to fly together.
- For administration, planning and management of DMFC activities and events.
- To monitor, develop and improve the provision of DMFC facilities and activities via consultation with members.

## **Sharing of Personal Data**

- Internally, personal data is shared with DMFC Committee Members as necessary to enable them to carry out their designated functions and to communicate with Members.
- DMFC is affiliated to the SAA and as such, members' personal data is shared with the SAA for various administrative purposes including but not restricted to the processing of SAA membership subscriptions and the validation and processing of members' insurance cover and Safety Certification and Accreditation.
- As stated above, in the interest of personal safety, and following safety guidelines published by both SAA and BMFA, the DMFC shares member contact details between members to enable them to liaise with each other to arrange to fly together. All DMFC Members are required to be members of either SAA or BMFA and this sharing is with their knowledge and reasonable expectation.
- DMFC will comply with information requests by any of the Emergency Services
- DMFC will provide information where we have a statutory or legal duty to do so.
- DMFC will provide information relating to insurance claims in which DMFC or a DMFC Member is implicated or involved.
- In the event of other needs or applications to share data, the data subject will be informed of the request, its nature, source and purpose, and the prior consent of the data subject will be sought before such data is provided.

## **Storage of Personal Data**

The original DMFC Membership Application Form must be signed by the Applicant (and countersigned by parent or Guardian in the case of minors) to indicate the Applicant's understanding of and agreement to abide by the DMFC Club Constitution and Club Rules and consent to DMFC holding personal data in accordance with this Privacy Policy. The completed "hard copy" Application Forms are filed and retained by the Club Treasurer for the duration of membership, or for longer where legal or insurance implications require us to retain the data for longer.

The Club may similarly require a Membership Renewal Form to be completed annually and these will likewise be filed for the duration of membership.

Where data is stored purely for communication purposes as detailed above, it will be stored electronically in Email Contact Lists.

The Data Controller is also the primary Data Processor and will store data electronically on a personal computer spreadsheet. All reasonable precautions will be undertaken to protect personal data, including Password Protection and Encryption of electronic data files.

## **Updating and Correction of Personal Data**

DMFC Members have an obligation to notify the Club promptly of any changes or corrections to their personal information.

Failure to do so may have implications for the validity of SAA Third Party Insurance cover. Notification should be done by contacting the [DMFC Treasurer](#) who is the designated Data Controller. His contact details are on the official DMFC website.

Members have the right to view their personal information held by the DMFC at any time, by request to the DMFC Treasurer. There could be rare occasions when DMFC would not be able to comply with such request, such as for legal, investigative or security reasons, or if the interests of other parties would be implicated or compromised.

## **DMFC Website**

The official DMFC website is [dmfc.org.uk](http://dmfc.org.uk). The DMFC Constitution, Club Rules, Privacy Policy and Membership Application Form are published and available to download on the official [DMFC Website](#) together with other information relevant to both members and prospective members.

The Club may publish photographs and videos on its Website, depicting Club and related activities and events. Members are invited to submit photographs, videos or video links for consideration for inclusion in these Website Galleries. Any person may raise an objection with the Webmaster or any Club Office Bearer, to the publication on the DMFC Website of any specific photograph or video depicting themselves. Any such objection will be respected and the Club will endeavour to remove or modify the specific photograph or video as soon as possible following the objection.

The links from the [DMFC Website](#) to other third party websites do not imply any form of recommendation or endorsement. DMFC has no control or jurisdiction over any third party websites nor any of their content, and DMFC is in no way responsible or liable for any third party websites, including, without limitation, the content, policies, failures, promotions, products, services or actions of those websites and/or any damages, losses, failures or problems caused by, related to or arising from those websites. Anyone using these links does so entirely at their own risk and is encouraged to review all policies, rules, terms and conditions, including the privacy policies, of each website visited.

DMFC cannot prevent other Websites from creating links to the DMFC Website.

The DMFC Website does not use cookies.

This Privacy Notice may be updated from time to time and DMFC Members and Website Users are advised to review it occasionally when visiting the DMFC Website.

The issue date of this edition is shown below.