Final 16.05.18

Staffordshire Aero Club (“Club”)

Data Protection Policy

The Policy set out below has been approved by the Committee as appropriate for the Club.

The Club keeps data on current members including committee members and past members for up to one year after they ceased to be a member. The data kept is as follows:

1. Names and addresses
2. Home and mobile telephone numbers if available
3. Email addresses
4. Aeroplane registration
5. Whether they paid in cash, by cheque or BACs transfer

The data is collected to enable the Club to arrange social and flying activities and in the renewal of memberships at the end of each Club year. It is processed lawfully, fairly and transparently.

No data is transferred to any other body under any circumstances.

The data is collected during the membership application and renewal process and approval for it to be maintained by the Club will be explicitly obtained from each person during the future renewals.

The records are maintained by the Club treasurer in the form of a paper file and on an Excel spreadsheet. The paper file is kept at the Treasurer’s house in a locked cupboard and the Excel spreadsheet is maintained on a password protected computer. The spreadsheet is shared with the Club Secretary who uses a computer which is password protected and is used to contact members. Another Club committee member also keeps certain members’ phone numbers for WhatsApp communication maintained on a password protected phone.

The records are updated regularly as necessary but at least once per year when memberships are renewed. At this time all lapsed members’ details of over one year will be removed.

Any person who wishes to review the information held on them should contact the Club Treasurer or the Club Secretary who will provide the details necessary. Information on how to contact them is on the website. If any person is unhappy that the Club has not kept their data properly then they can contact the Information Commissioners Office (“OCI”).

J Richards

Club Treasurer