**Penicuik and District Model Flyers Association (PDMFA)**

**Privacy Policy**

1.Privacy Policy: PDMFA are committed to respecting your privacy and protecting your personal information. This Policy explains why and when we collect personal information about People who join, our association or from our website or by whatever means. How we use the information, the conditions under which we may disclose it to others, how we keep it secure and your rights in relation to your personal data. PDMFA have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, however contact details have been provided throughout this policy should you wish or need to contact us regarding data protection issues or compliance within PDMFA. As a living document this Policy may change over time, please check the website at https://www.pdmfa.com/ to ensure access to the most up to date version and that you are still happy with any changes that may have been made. By joining PDMFA, you are agreeing to be bound by this Policy. Any questions regarding this Policy and our privacy practices should be sent by email PDMFA@aircraftmail.com

2.Who are we? PDMFA was formed over fifty years ago providing an environment for like minded enthusiastic aeromodellers dedicated to the support of all model flying disciplines. PDMFA provides basic facilities and a knowledge base for its members. PDMFA is affiliated to the Scottish Aeromodellers Association (SAA), allowing our members access to a great number of publications relating specifically to aeromodelling in the UK and internationally through the BMFA's affiliation to The Fédération Aéronautique Internationale.

3.How do we collect information about you? We collect information

about you when you become a member of PDMFA.

4.What type of information is collected about you? The personal information we collect may include your; Name, Address, Email Address and Telephone Number, Insurance to fly.

5.The legal bases for the processing of your personal information are as follows:

To provide information on Safety Code, relevant changes to legislation, club events, newsletters and any areas interest related to model flying.

6.How is your information used?

We may use your information to:

Process your membership.

Carry out our obligations arising from your membership

Process enquiries that you have submitted

Process requests for support

Seek your views or comments on aeromodelling

Notify you of changes to our club

Provide communications which you have requested and that may be of interest to you. These may include information about events and contests, government regulation changes that affect model aircraft flying and other related news.

7.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. Where an individual’s PDMFA membership lapses, your information will be retained securely for a period of 1 year for the purposes of renewing any subsequent club membership, after which your information will be deleted.

8.Who has access to your information?

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

We will not share your information with third parties for marketing purposes. PDMFA will not share your information with any third parties beyond the PDMFA unless required to do so by law, for example, by a court order or for the purposes of prevention of crime.

9.How you can access and update your information?

The accuracy of your information is important to us. You can check the information we hold is correct by contacting the PDMFA Secretary by email; pdmfa@aircraftmail.com.

10.Links to non-PDMFA websites?

Our website may contain links to other websites run by other organisations. This privacy policy only applies to the PDMFA and the PDMFA website‚ we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them by using links from our website. Additionally, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of the third-party site and recommend that you check the privacy policy of that third-party site.

11.Your rights under GDPR

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. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

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.

Right to removal; In some circumstances you have the right to the removal 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 PDMFA member and do not wish the data to be held for our standard 1-year period. Please note a request for data removal for a current member would require that member to forfeit membership.

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 removal; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence 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.

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.

Right to data portability; To the extent that the legal basis for our processing of your personal data is: Legal Obligation, Consent; or (2) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract, 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.

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

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 email to the PDMFA secretary; pdmfa@aircraftmail.com