



# The Vintage Glider Club Privacy Notice

## 1. INTRODUCTION

The Vintage Glider Club Ltd (Company No. 6514427 ) is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

This Privacy Notice applies to anyone that the VGC comes into contact with, including but not exclusively; members, volunteers, the general public, professional contacts.

We will **never** sell your personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

### Questions?

Any questions you have in relation to this policy or how we use your personal data should be addressed to the VGC Secretary, 1 Maplehurst Chase, Basingstoke, Hants, RG22 4XQ.

## 2. ABOUT US

In this policy wherever you see the words ‘the VGC’, ‘we’, ‘us’ or ‘our’ it refers to The Vintage Glider Club Ltd.

## 3. WHAT INFORMATION WE COLLECT

### Personal data you provide

We collect data you provide to us in the course of our usual operations. This includes information you give when joining or communicating with us. For example:

- personal details (name, date of birth, email, address, telephone etc.) when you become a member.
- details of your interests and preferences (such as club(s) you belong to, gliders that you fly or own).

### Information created by your involvement with the VGC

Your membership of the VGC will result in personal data being created. This could include the club(s) that you are a member of or the type of glider that you own or fly. If you decide to donate to us then we will keep records of when and how much you give to a particular cause.

### Sensitive personal data

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about members.

### Accidents or incidents

If an accident or incident occurs at one of our events involving a member then we’ll keep a record of this (which may include personal data and sensitive personal data). We may also be required to share this with the appropriate statutory bodies.

## 4. HOW WE USE INFORMATION

We only ever use your personal data with your consent, or where it is necessary in order to:

- comply with a legal duty;
- protect your vital interests;
- for our own lawful interests, provided your rights don’t override these.



In any event, we'll only use your information for the purpose or purposes it was collected for (or else for closely related purposes):

### **Marketing**

We use personal data to communicate with people, to promote the VGC and to help with fundraising. This includes keeping you up to date with our news, updates and fundraising information. For further information on this please see **Section 6**.

### **Administration**

We use personal data for administrative purposes. This includes:

- receiving donations ;
- maintaining databases of our members;
- fulfilling orders for goods or services (in whatever form the order is submitted);
- helping us respect your choices and preferences

#### **Internal data analysis**

We carry out analysis of the data from our members, to better understand the gliders that our members own or fly and the club(s) the member belongs to (Modeller, non-flying member etc) This helps inform our work and makes the VGC a stronger and more effective organisation. Understanding our members, their interests and what they care about also helps us provide a better experience (e.g. through more relevant communications).

## **5. DISCLOSING AND SHARING DATA**

We will **never** sell your personal data. We may contact you with information about our products and services, but these communications will always come from the VGC and are usually incorporated into our own communications (e.g. leaflets or articles in magazines or email newsletters and the VGC News).

Occasionally, where we partner with other organisations, we may also share information with them (for example, if you register to attend an event being jointly organised by us and another gliding club). We'll only share information when necessary and for the purposes that you have provided the data to us.

## **6. MARKETING**

The VGC will ask its members to “opt-in” for marketing/newsletter communications.

This means you have the choice as to whether you want to receive these messages and be able to select how you want to receive them (post, phone, email).

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact [vgcmem@gmail.com](mailto:vgcmem@gmail.com), writing to the Membership Secretary, 1 Maplehurst Chase, Basingstoke, Hants, RG22 4XQ or telephoning 01252 614684.

### **What does ‘marketing’ mean?**

Marketing does not just mean offering things for sale, but also includes news and information about:

- appeals and fundraising;
- our events and activities;
- products and offers;
- leaving a legacy;
- taking part in projects.



When you receive a communication, we may collect information about how you respond to or interact with that communication, and this may affect how we communicate with you in future.

### **Newsletters and magazines**

Membership magazines are provided as a benefit to our members. We send these out to all our members (unless you specifically ask us not to) and you can choose to unsubscribe from general marketing communications without giving up your subscription to your regular magazine.

## **7. STORAGE**

### **Where we store information and how long we store information**

Under forthcoming data regulations, we will be required to make sure that we use and store information for so long as it is required for the purposes it was collected for. How long information will be stored for depends on the information in question and what it is being used for.

We will regularly review what information we hold and delete what is no longer required.

## **8. KEEPING YOU IN CONTROL**

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- the right to object to your data being used for marketing or analysis; and
- where technically feasible, you have the right to see personal data you have provided to us which we process automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

### **Complaints**

You can complain to the VGC directly by contacting our data protection officer using the details set out above. If you wish to make a complaint (including a complaint about a fundraising activity) which does not directly relate to your data protection and privacy rights, you can do so by contacting [secretary@vintagegliderclub.org](mailto:secretary@vintagegliderclub.org)

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

## **9. COOKIES AND LINKS TO OTHER SITES**

### **Cookies**

The VGC do not log information in cookies, and any third party cookies relating to certain functions/plugins of the website may store cookies to help improve user experience. We do log page visits/stats for our own records in an effort to improve our content and improve user experience for which these records are completely anonymous.



### **Links to other sites**

Our website contains hyperlinks to many other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working).

If an external website requests personal information from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by the VGC Privacy Policy. We suggest you read the privacy policy of any website before providing any personal information.

### **Social Media Sites**

We operate a Facebook page. Although this policy covers how we will use any data collected from those pages, it does not cover how the providers of social media websites will use your information. Please ensure you read the privacy policy of the social media website before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.

## **10. CHANGES TO THIS PRIVACY POLICY**

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on 7<sup>th</sup> May 2018.