

Bracknell and District Model Aircraft Club (BADMAC)

Privacy Notice

At BADMAC we take the privacy of our member's personal data seriously. This Privacy Notice sets out what personal data we hold, how and why we hold and use it, and your rights with regards to access, export and deletion.

This notice explains when and why we collect personal data about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others, how we keep it secure and your rights in relation to your personal data.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so. Our Secretary 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.

We may change this notice from time to time so please check the website at (insert address)/request a copy occasionally to ensure that you're happy with any changes. By becoming a member of the club, you're agreeing to be bound by this notice.

Any questions regarding this notice and our privacy practices should be sent to the club's Secretary using the contact details at the end of this document.

Information we collect

BADMAC collects information from three main sources; membership data supplied directly by you, information generated by you as you participate in club activities and events, and website data.

Membership data

BADMAC collects data from prospective and active members of the club. This data is collected directly from members and each year, on membership renewal, members are asked to confirm the accuracy of the data.

Club activity data

BADMAC records derived and time varying information such as competition results, key holder status, training information, and achievement scheme awards.

Website data

BADMAC may collect data from users of the BADMAC website. This data may have been entered into an online form, or by tracking what you access on our website. The data may subsequently be stored in a database, and/or may be stored in cookies.

We collect information that you provide by filling in forms on <http://badmac.uk> (the "site"). This includes information provided at the time of applying to the waiting list, and posting to the message board.

We may collect information about your computer, including (where available) your IP address, operating system and browser type. This data is used to help improve your experience with our online communications and to report aggregate information to our advertisers.

You may refuse to accept cookies by changing the settings on your browser. However, if you select this setting you may be unable to access certain parts of the site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when visit the site.

How we store your information

BADMAC takes all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Every effort is taken to protect your personal data, however, we cannot guarantee the security of your data transmitted to the site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

BADMAC stores the following data:

Data	Location
Membership database including renewal data	Held by the Secretary and the Chairman
Key holder signature list	Held by the Chairman
Membership waiting list	Created on the web server and then stored by the Secretary
Competition records	Website
Competition SMS list	Held by the Competition Secretary
Web message board	Held in a database on the web server
Website access logs	On the web server
Financial transactions (bank statements)	Held online by the bank or printed by Treasurer
Training activity	Held by training officer

How we use your information

BADMAC will only use personal information to provide you with services relating directly to BADMAC. Personal information will not be passed to third parties 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.

Information may be shared with 'Data-Processors' (anyone that handles your data that isn't a BADMAC committee member) on behalf of BADMAC who shall at all times remain responsible for the confidentiality of the data. Any Data-Processor will be vetted and sufficient contracts will be in place to protect the integrity and privacy of your data.

Where possible data will remain on servers within the EEA, however, we may store data on servers within the United States if the company is part of the approved 'Safe Harbour' scheme. For avoidance of doubt we currently do not store any information on such servers.

BMFA Membership

BADMAC is affiliated to the BMFA (club #33). As an affiliated club we are able to act as an agent of the BMFA for the purposes of collecting your BMFA membership information, recording it in their database(s), performing yearly renewal of your BMFA membership and paying your BMFA membership fees.

We will act in this capacity only if you explicitly instruct us to do so. In this agent role we act as a Data-Processor on behalf of the BMFA who is and will remain Data-Controller. Information provided

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to the BMFA and management there-of is provided under the BMFA's Privacy Notice that can be found here: <https://www.bmfa.org/Privacy-Policy>.

Note that it is a requirement of the BMFA and a rule of BADMAC that all BACMAC members must be BMFA members.

Detailed use of information

To use your personal information we need legal entitlement to do so, this is known as lawful processing. The table below sets out the basis for lawful processing of the information we hold.

Area	Specific data	Basis	Purpose
Membership	Name, address	Contractual	Required to process and manage your membership of BADMAC
Membership	Photograph	Contractual	Required for production of membership card for on-site identification
Membership	Phone number	Legitimate Interest	Used to contact in high priority club operations
Membership	Email address	Legitimate Interest	Used to contact you regarding club activities, notifications including any changes to this Privacy Notice, and membership renewals
Membership	BMFA Number	Contractual	Used to ensure you are a member of the BMFA and insured.
Membership	Member type	Contractual	Used to determine if you are a junior or senior member
Membership	Achievement scheme awards	Contractual	Used to print membership cards
Membership	Key holder	Contractual	Use to manage field key allocations
Membership	Member since	Contractual	Records when you joined the club
Membership	Flying test	Contractual	Records when you were approved for solo flight
Membership	BMFA via BADMAC	Contractual	Records if we renew your BMFA membership for you
Renewal data	Renewal response date, Payment type, status, amount, BMFA return date, Posting date	Contractual	Used to manage the process of member joining and renewal
Financial	BMFA # and surname, name	Lawful	To assign payments on bank statement to members and to pay expenses for club
Key holder list	Name, Signature, date	Contractual	Used to record when you were given a field key
Waiting list	Name, address, email, phone, BMFA number, source,	Legitimate interest	Used to manage your membership application.
Competition SMS List	Name, mobile phone number	Legitimate interest	Used to notify you of last minute competition details/changes
Competition records	Name, competition, score	Legitimate interest	Used to record individual competition results and manage pilot of the year scoring
Training activity	Name, phone number, training log	Legitimate interest	Used to coordinate member training
Web message board	Name, email address, message content	Legitimate interest	Uses information you enter to display public messages on the message board on the website
Website logs	IP address, browser type, date	Contractual	Used to ensure correct website operation only
Website photographs	Photographs	Explicit Consent	Used in the gallery to record club events and other related activities. Displayed publically on the website.

Retention of 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 persons BADMAC membership lapses your information will be securely kept for a period of 2 years after which your information will be deleted.

Bank statements and other financial records will be kept securely for 7 years when they will be destroyed.

Legitimate interest assessment

This section explains why we have determined it is reasonable to store and process parts of your information on the basis of legitimate interest as listed above.

Phone and email

We will contact you generally via email and urgently via phone in relation to processes activities and operating details related solely to BADMAC.

You provided these details to us during your membership application or as part of the renewal update, and these medium provide ideal communication channels to inform you of information directly related to the club.

You are required by the rules to be aware of any restrictions to normal operations, and any changes to the rules as may be required from time to time. The club holds various events as discussed and agreed by the membership at the AGM.

You may opt out of receiving such notifications by email or phone by emailing the secretary, but you retain the responsibility of being aware of all rules and restrictions in place at any time.

Assessment: You gave us this information as part of your membership details and both email and phone are appropriate and reasonable channels to pass club related information.

Waiting list information

We will use the information that you entered in the waiting list application form to process your membership application.

You may request your information be removed from the waiting list by contacting the secretary.

Assessment: You entered this information on our web form so we could process your membership application and it is reasonable and expected that we contact you to progress your application.

Competition SMS list

We will use the mobile number that you provided to the competition secretary to update you about any changes to competitions (usually weather related postponements). You may be removed from the list at any time by contacting the competition secretary.

Note you must opt in to this list to receive any communication (by contacting the competition secretary).

Assessment: You opted in to this list so you could be informed of any last minute changes so it is reasonable that we contact you via the provided number.

Competition records

We use the competition records to award trophies at the AGM and to determine the pilot of the year. Your information is added to this list by you choosing to enter a competition.

You may request your information is not recorded at competition time or you can request to be removed from this list at any time although it will mean that we cannot award you any trophies won or include you in pilot of the year competitions.

Assessment: You entered the competition and freely provided your name. It is to be reasonably expected that we will need your details to award prizes and calculate your overall position for pilot of the year award.

Training activity

We hold a record of your training activity and reduced contact details to coordinate training sessions.

Members must request training to be entered on the list. Members can stop training at any time and be removed from the training activity log.

Assessment: You requested training, and to run that effectively it is in your and our interest to have easy contact with the trainer and to keep a record of training progress.

Web message board

We use the information that you entered to display the message you entered on the public message board on the website.

You can request any message you entered be removed by contacting us as described.

Assessment: You freely entered the information knowing that it would be published as a public message. It is to be reasonably expected that we publish the information as a public message.

Your rights

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. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. You can access your personal data by contacting us using the details provided in the contact section at the end of this document.

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.

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 2 year period.

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 fulfil its obligations.

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 defence of legal claims; and you have

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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.

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.

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.

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>

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 us.

Contacting Us

Any questions regarding this notice and our privacy practices should be sent by email to privacy@badmac.uk or by writing to:

The Secretary
Bracknell and District Model Aircraft Club
33 Eddington Road
Bracknell
Berkshire
RG12 8GF

Alternatively, you can telephone +44 7769 665 876.

Changes to this policy

Any changes we may make to our privacy notice in the future will be posted on the website and, where appropriate, notified to you by e-mail.