

PRIVACY POLICY

Edgehill Gliding Centre Privacy Policy

1 Introduction

This Privacy Policy sets out how Edgehill Gliding Centre Limited (EGC) uses and protects any information that you provide when using the EGC website and as a club member.

2 Club-Specific Policy

EGC is committed to protecting your data. EGC collects specific personal data that is needed to provide and support member services. On the website, this may be collected through the data you supply in online forms and e-services. Without this data, we cannot supply you with our services.

EGC also needs to collect and use certain types of information about our members in order to operate the club. This personal information must be collected and stored appropriately in line with the 1998 Data Protection Act and General Data Protection Regulation (GDPR).

We do not share member details outside the club, except for with the national governing body of our sport, the British Gliding Association, or the emergency services. Where the club is required to share information with others, we will make every attempt to share the minimum required and in a secure method of communication.

Any data is processed by approved EGC personnel. EGC only shares personal data when strictly necessary for the purpose, where approved by the person who the data relates to, where required to provide our member services, in the pursuit of flight safety, or where required to do so by law. We require these third parties to protect data in compliance with the law. In the event of a data breach, we will notify you.

We will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Specifically, the Principles require that personal information:

1. Shall be processed fairly and lawfully
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)
4. Shall be accurate and, where necessary, kept up to date
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act
7. Shall be kept secure using appropriate measures to prevent unauthorized or unlawful processing or accidental loss or destruction of, or damage to, personal information

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8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information

You have the right to be informed, right of access, right to rectify, right to erasure, right to restrict processing, right to data portability, right to object, and the right to not be subjected to automated decision making, including profiling. EGC does not operate automatic decision making or data-profiling processes. Data stored can be requested in the form of a Subject Access Request (SAR). EGC will be happy to oblige, but has one month to provide this to you. For SARs, please contact: enquiries@edgehillgliding.com

What we store about you:

- Personal information about you and a named emergency contact, parent or guardian, as given on our membership form (name, date of birth, postal address, email address, and telephone number). This is stored for as long as you are a member of the club, plus up to 3 years after a membership expires, for the purposes of club management and processing membership renewals.
- Details of your flying hours, gliding qualifications, medical status, training received, glider insurance and other glider documentation for the purposes of flight safety, billing and management of the club.

This policy will be reviewed every year, but may be reviewed sooner, should the Directors deem it is necessary.

This policy was adopted at a meeting of Edgehill Gliding Centre Limited Directors held on 1 Nov '21



Signed on behalf of the EGC Directors

Jon Carlton

Role of signatory (e.g. Chairman etc): Company Secretary and Director