

The Guernsey Aero Club Privacy Policy



Overview

Maintaining the security of your data is a priority at the Guernsey Aero Club and we are committed to respecting your privacy rights. We pledge to handle your data fairly and legally at all times. The Guernsey Aero Club is also dedicated to being transparent about what data we collect about you and how we use it.

This policy, which applies to both members and visitors of our club, provides you with information about:

- How we use your data
- What personal data we collect
- How we protect your data
- Your legal rights relating to your personal data
- Our legitimate interests

How we use your data

General:

The Guernsey Aero Club (and its committee members who will from time to time act on the clubs behalf) uses your data:

- To manage and maintain membership with the club
- To verify your identity
- To contact you about club events which we think may interest you
- For market research purposes – to better understand your needs and to help improve the clubs service offering to its members
- Where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).

Marketing:

The Guernsey Aero Club uses your personal data for marketing purposes to update you on our latest events.

The Guernsey Aero Club aims to update you about events and services which are of interest and relevant to you. You have the right to opt out of receiving such communications at any time by:

- Contacting us through the channels set out in this policy.

Sharing data with third parties:

The Guernsey Aero Club will not disclose your personal data to any third party, except as set out below. We will never sell or rent your data to other organisations for marketing purposes.

We may share your data with:

- States bodies, regulators, law enforcement agencies, courts, tribunals and insurers where we are required to do so to comply with our legal obligations
- To exercise our legal right (for example in court cases)
- For the prevention, detection and investigation of crime or the prosecution of offenders
- For the protection of our employees and members.

How long we keep data:

We will not retain data for longer than necessary for the purposes set out in this Policy. Different retention periods apply for different types of data, however we would not normally keep data for more than 7 years.

What personal data we collect

The Guernsey Aero Club may collect the following information about you:

- your name, age/date of birth and gender
- your contact details, including postal address, telephone and email address
- when you join as a member with the club, your payment card and or bank details
- copies of any correspondence between us.

How we protect your data

The Guernsey Aero Club is committed to keeping your personal data safe and secure. We do this by:

- encrypting data where appropriate
- regularly reviewing the security of our IT systems
- ensuring data is stored securely and is accessible only to those whose position requires it

Your legal rights

You have the following legal rights:

- the right to ask what personal data we hold about you
- the right to ask us to update and correct any out-of-date or incorrect data
- the right to opt out of any communication we may send you
- the right to ask us to delete your personal data.

Our legitimate interests

The normal legal basis for processing your data is that it is necessary for the legitimate business interests of The Guernsey Aero Club, including:

- Selling and supplying goods and services to our members
- Promoting, marketing and advertising our events and services
- Sending promotional communications which are relevant to the club (including administering the clubs membership)
- Complying with our legal and regulatory obligations
- Preventing, detecting and investigating all forms of crime and prosecuting offenders
- Protecting club members, its visitors, employees and other individuals and maintaining their safety, health and welfare
- Handling member contacts, queries, complaints or disputes
- Fulfilling our duties to our members, employees, committee members and other stakeholders

Contact us

If you have any concerns about how The Guernsey Aero Club uses your personal data, or you wish to exercise any of your rights, then please contact us at:

manager@guernseyaeroclub.com

or write to us at:

The Guernsey Aero Club, La Planque Lane, Forest, Guernsey, GY8 0DT

Updates

This policy was first issued in May 2018 and will be reviewed annually by the clubs committee