

Sherburn Aero Club Limited

Privacy Policy

Sherburn Aero Club Limited is committed to keeping the personal data you provide safe and secure and will handle it in accordance with our legal obligations as per the Privacy Policy detailed below.

Any changes to this policy will be communicated to you via email. An up-to-date policy will be made available to anyone wishing to read it is accessible via our website at www.sherburnaeroclub.com/website-terms-and-privacy.

This policy was last updated on 22 October, 2018

How do we to collect information from you?

We obtain information from you when you become a club member, request use of our facilities and services or contact us for information.

What information do we collect?

The personal information collected will depend on the particular services and facilities you wish to use and may include the following:

- your full name;
- your email address;
- your date of birth;
- your telephone number;
- your postcode and address;
- your emergency contact details;
- your aviation licence details;
- your medical expiry date;
- your flight training records including exam results;
- your aircraft details;
- information that you voluntarily provide when contacting us with queries, complaints, comments or praise;
- cookies when you browse our website.

Who has access to your information?

Your data will not be sold or shared with third parties unless we have your permission or are required by law to do so. Your data will be dealt with confidentially by our staff in accordance with our data protection policy.

How is your information used?

Depending on the type of services you have requested or require, we may use your information to:

- contact you by post, email or telephone;
- verify your identity where this is required;
- maintain our records in accordance with legal and regulatory requirements;
- process financial transactions;
- improve our services and facilities to best meet your needs;
- website cookies are used to review use of our site and inform decisions about improvements;
- prevent and detect crime.

Once we have ceased providing services or access to facilities for you, your data will be retained for the minimum duration of time necessary to meet with applicable legal and regulatory obligations.

Protecting your information

We are committed to ensuring that your information is secure. Physical, electronic and managerial safeguards are employed in order to minimise the risk of loss, unauthorised access, misuse or alteration of your personal data.

Accessing and updating your information

You have the right to request a copy of the personal information Sherburn Aero Club Limited holds about you. If any of this information is incorrect or you wish to update your personal information at any time, please contact us using the details under 'Contact'

We may contact you with developments, events and regulatory changes that are relevant to you via email, post and telephone. If you prefer not to receive this type of information, notify us using the details under 'Contact'.

Your rights

You have a number of rights under data protection law which include:

- right to access your information;
- right to object to us processing your information;
- right to have processing of your data restricted;
- right to have inaccurate data rectified;
- right to have your data erased;
- right to ask us not to market you.

For more information, visit www.eugdpr.org

Contact

Sherburn Aero Club Limited, New Lennerton Lane, Sherburn in Elmet, Leeds, LS25 6JE
flightdesk@sheburnaeroclub.com
01977 682674