

# The Airship Association

## General Data Protection Regulations

### Privacy Policy

#### **About this Policy**

This policy explains when and why the Airship Association collects personal information about our members and how we use it, keep it secure and club member's rights in relation to it. The Association will collect, use and store personal data, as described in this Privacy Policy when people engage in activities within the Association. Normally this will be through some level of membership.

We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check the Association's web-site ([www.airship-association.org](http://www.airship-association.org)) and/or e-mail news service for any amendments. We will only share your personal data with any third parties as outlined below. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)).

#### **Responsible person**

For the purposes of the GDPR, the Membership Secretary will be the "controller" of all personal data we hold about club members and others. The Membership Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. The Association will review its compliance with GDPR on a regular basis.

#### **Member's rights**

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Membership secretary ([membership@airship-association.org](mailto:membership@airship-association.org)).

#### **The Lawful reasons for processing your data.**

We have two lawful reasons for processing your data, which is:

- (a) processing of your data is necessary for the administration of your membership contract
- (b) processing of your data is necessary to manage the delivery of the printed AIRSHIP Journal and electronic LTA News service.

The table below gives further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The Association will make every effort to ensure data is only shared with organisations that are GDPR compliant.

### **What Information we collect, why we collect it, and who we share it with**

In addition to the reasons stated below, the Association may have to disclose your data where we have an inescapable legal obligation, and the Association will also capture, and temporarily keep, minimal personal data about non-members who are attending conferences, webinars and other events.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Name, postal address and membership type	Managing your membership of the Association Delivery of the AIRSHIP Journal to your preferred address	Journal Distributor
e-Mail address	Managing your membership of the Association Communication of LTA News and other important messages	No-one
Dates membership commenced and ended.	Managing your membership of the Association.	No-one
Date of Birth	Managing membership categories which are age related (e.g. Senior)	No-one
Photograph	Displayed on your membership card for security purposes	Card Printing Company (ClubCards121)
Aviation Experience and Nature of Interest in LTA	Managing your membership of the Association	No-one

### **Enquiries and other communications with the Association**

When enquiring about the Association we may hold your details for a period of time to deal with the enquiry. Any e-mails and other communications with the Association will only be retained for a period of time appropriate to the content or request. Association e-mails will be purged on a regular basis.

### **How we protect your personal data**

The Data Controller will process membership information electronically and hold all information on a database using the Membermojo system. An electronic backup of this information will be managed by Membermojo as part of their service delivery to the Association. A Mailing List will be generated from the database for each edition of AIRSHIP and provided electronically to the Association's appointed Distributor. An e-mail List will be generated from the database for each LTA News mail-shot and provided to the Association's Editor. Paper copies of data will not be held anywhere. If it is necessary to transport data it will be via secured storage media. Any on-line payments we take from members will use a recognised online secure payment system (STRIPE).

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

**Request to see your personal information**

If you wish to know what personal data the Association holds please login to the Membermojo system and view your personal record, **or** email the Membership Secretary ([membership@airship-association.org](mailto:membership@airship-association.org)) and he/she will respond within 14 days of the request.

**Accuracy and retention of data**

Individual members are responsible for informing the Association of any changes to their personal data (e.g. address or telephone number changes) and can do this by logging on to the Membermojo system and making the changes to their membership record directly. If you do not wish to do this, it is possible to e-mail any changes to the Membership Secretary ([membership@airship-association.org](mailto:membership@airship-association.org)) and the Secretary will make the change for you. Members will be asked to check and confirm their personal data at each renewal date.

All data is kept electronically in the Association’s membership database managed by Membermojo.

Your personal data will be kept for the duration of your membership of the Association, and for a period of 3 years after your membership lapses, or is terminated by you, in case you should wish to re-join at a later date. You may, of course, request this data to be deleted sooner.

Some data may be unavoidably kept for longer periods in backup copies of the database.

In some circumstances, data may be kept for a longer period for reasons of legal and civil action, or other ongoing case management.

**Policy Review**

This Privacy Policy was last reviewed in July 2023.

I accept the responsibility to act as Data Controller for the Airship Association as described in this Privacy Policy.

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