



## **General Data Protection Regulation**

### **VAC Data Collection**

The Vintage Aircraft Club collects personal data from the 'Application for Membership' forms which are held by the club's Membership Secretary and by any additional information regarding change of contact details sent to the Membership Secretary.

On these forms members have provided their name, address and email address and telephone numbers. If they wished to do so they have also included whether or not they hold a PPL licence and the registration and type of owned aircraft, their home base for the aircraft and whether or not they are a member of the Light Aircraft Association and their LAA membership number.

The member has signed to say they wish to become a member of the VAC and will abide by the club rules.

They are also informed that the information they have given is only for the use of the VAC and that it will remain confidential under the terms of the Data Protection Act (General Data Protection Regulation).

### **Storage**

The member's address, phone numbers and e-mail address are kept by the Membership Secretary. The paper membership forms are also filed and stored and kept by the Membership Secretary.

### **Availability**

This information is only made available, should it be necessary, to the officers of the club: Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary. The Webmaster has access to members' email addresses for communication through the Mailchimp system.

### **Use of members' contact details**

The information is used for the members as follows:

Mail-out of Membership cards

Mail-out of VAC Quarterly magazine

E-mail of regular VAC Newsletters through the Mailchimp service.

Occasional personal communication between the officers of the club and the member.

Notification of prize/award winners.

The addresses are transferred to sticky labels etc for the mail-out of the club magazine.

### **Data Protection**

At no time does the club share any personal information gathered from the 'Application for Membership' form with a third party or with any other club member without the prior consent of the member. Details of aircraft owned are not recorded.

The club does not hold any details whatsoever of members' bank/credit card accounts.

### **Deleting Data**

Should a member ask at any time for us to delete their personal details the club will comply with their wish immediately.

### **Data breaches**

Should any member at any time suspect that the privacy of the information they have given the VAC has been breached they should contact the club's named GDPR contact immediately.

### **GDPR Review**

The VAC GDPR sub-committee will review/ amend/update the club's GDPR document at committee meetings on a six monthly basis.

VAC GDPR contact – John Broad

Signed.....Date.....