

## **Privacy Policy**

This website - [www.haylinghelis.co.uk](http://www.haylinghelis.co.uk) is owned and operated by Hayling Heli's & does not use cookies at this time.

Your privacy is very important to us and we are committed to protecting and respecting it. We have a legal duty under the Data Protection Act to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive. We have developed this Policy in order for you to understand how we collect, use, communicate, disclose and make use of personal information. We may update this Policy at any time without notice to you.

Please read the contents of this Policy carefully to understand how we will use the personal data that you provide to us.

### **How do we collect information?**

We may obtain personal information from you when you contact us, send or receive an email, make enquiries about membership, join our club, or otherwise provide us with personal information. All information collected is processed in accordance with our legal requirements concerning the protection of personal information including the Data Protection Act 1998.

### **What information do we collect?**

The information we collect depends upon your reason for contacting us, but may include your full name, email address(es), postal address(es), telephone number(s), Car registration number(s) and BMFA membership details & achievements.

### **Why do we collect your information?**

We collect the information you provide to:

- Respond to your enquiries;
- Manage your Membership and communicate with you for club business.
- Inform you of other relevant activities where consent has been given.
- Record any contact we have with you.

### **How do we protect personal information?**

We take the security of your information very seriously and have put appropriate measures in place to minimise the risk to your information. These include:

- security measures in place to protect the loss, misuse and alteration of the information under our control;
- restricted access control, including use of passwords, to your information stored on our systems; and
- taking measures to ensure the information provided is accurate, up-to-date and kept only for as long as is necessary for the purposes to which you have given consent.

### How long do we retain your information?

We will hold your personal information on our systems for as long as it's necessary to carry out our obligations in relation to your membership. Records will be held for 12 months after membership has lapsed and then securely erased unless there is a legal requirement for us to continue to hold them.

### Links to third party websites

If you access other websites via a link on our website, please ensure you read their Privacy Policy as they are independent from us and we have no control over how they manage personal information that is collected from their website. This includes social media sites such as Facebook.

### Do we share your information?

Hayling Heli's will never sell, share or lend your details to any third party. When dealing with your personal information we will always comply with the Data Protection Act 1998 and any other applicable legislation.

However, there are some circumstances where we may need to. For instance:

- If we are legally required to do so, e.g. court order, law enforcement agency pursuing an investigation; and
- If we believe it necessary to protect or defend our flying site, club rights, property, website or the personal safety of our club members or other site users authorised by St Herman's Estates.

### Right of access

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected.

You should apply by email to: [haylinghelis@gmail.com](mailto:haylinghelis@gmail.com)

We reserve the right to charge a fee for providing the requested information (no more than the maximum amount stated by law for the time being). We aim to respond to all requests within 40 days of receipt.

### Contact details

If your personal details change, please help us to keep your information up to date by notifying us.

We are committed to running our club in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.