

BMGC Data Protection Policy

v1 15/9/2016 MF

1. The Black Mountains Gliding Club ("the Club") holds two types of information which are covered by this policy:

personal information – information about individuals such as names, addresses, job titles, flying experience and qualifications.

sensitive personal information – in general this kind of information is only held about employees. There are, however, instances where sensitive information is held about other people, such as medical certificates required for flying, some of which may contain details of medical conditions relating to an individual.

The people whose information the Club are referred to in this policy as **data subjects**.

2. The Club will not hold information about individuals without their knowledge and consent.
3. The Club will only hold information for specific purposes. It will inform data subjects what those purposes are. It will also inform them if those purposes change.
4. Information will not be retained once it is no longer required for its stated purpose.
5. The Club will seek to maintain accurate information by creating ways in which data subjects can update the information held.
6. Data subjects will be given the option not to receive marketing mailings from the Club or other organisations (but see 3 above).
7. Data subjects will be entitled to have access to information held about them by the Club.
8. Information about data subjects will not be disclosed to other organisations or to individuals who are not members of the Club except in circumstances where this is a legal requirement, where there is explicit or implied consent (for instance in relation to release of medical information in case of an emergency) or where the information is publicly available elsewhere.
9. The Club has procedures for ensuring the security of all personal data. Paper records containing confidential personnel data are disposed of in a secure way.
10. The Club has a set of procedures covering all areas of its work which it follows to ensure that it achieves the aims set out above.
11. One Director will be designated as the Data Protection Compliance Officer for the Club.
12. At the beginning of any new project or type of activity the club member or member of staff managing it will consult the Data Protection Compliance Officer about any data protection implications.

13. There may be situations where the Club works in partnership with other organisations on projects which require data sharing. The Club will clarify which organisation is to be the Data Controller and will ensure that the Data Controller deals correctly with any data which the other organization has collected.
14. All new staff will be given training on the data protection policy and procedures.
15. The Club will carry out an annual review of its data protection policy and procedures.

This policy was adopted at the Management Committee meeting of The Black Mountains Gliding Club

Held on 8 October 2016

Signed on behalf of the Management Committee _____

Role of signatory : CHAIRMAN