**General Data Protection Regulations (GDPR)**

**MKAS Privacy/Data Security Policy**

This Policy explains when and why we collect personal information about our members, or people who contact us, or are referred to us by a 3rd party - how we use it, the conditions under which we may disclose it to others and how we keep it secure. This policy will also be applicable to our speakers and external visit hosts.

We may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes.

Any questions regarding this Policy and our privacy practices should be sent by e-mail to mkasinfo@gmail.com

**Who are we?**

Milton Keynes Aviation Society (hereinafter referred to us MKAS or the Society) is a volunteer run, not for profit society catering for anyone with an interest in aviation. Membership includes access to our monthly lecture programme, a monthly newsletter and the opportunity to participate in external visits organised by the Society. The activities of the Society are managed by an elected committee consisting of seven or eight members.

 **How do we collect information from you?**

We obtain information about you when you contact us either by e-mail, telephone, text message, post, in person or by any social media channel.

**What type of information is collected from you?**

The personal information we collect might include your name, address, telephone number, e-mail address and next of kin. For certain external visits it may be necessary to submit members’ vehicle details and passport information to the organising officer.For speakers, visit hosts and other third party service providers it may occasionally be necessary to hold bank details.

**How is your information used?**

We may use your information for the following:

* Sending newsletters, membership cards and visit information to members via post or e-mail
* Responding to any enquiry about the Society
* To carry out any legal obligations that may be necessary
* To inform members of changes in lectures or visit arrangements
* To notify you of changes to our Society
* During the process of arranging lectures and visits
* To send advanced information to establishments hosting a Society visit and coach or travel companies
* To contact next of kin if you become ill whilst engaged in any Society activity
* To make payments/refunds on occasions in relation to speakers, visits or services provided

**Data retention**

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations.

We will hold members’ personal information on our membership spreadsheet for the duration of the membership, or for as long as is necessary for the relevant activity such as the arranging of lectures and visits. We will hold personal data outside of these circumstances only if we have your express consent to do so.

We will hold visitors personal information for up to 12 months provided they have given consent to do so.

**Who has access to your information?**

The elected committee of the Society.

Third Party Service Providers working on our behalf: we may pass your information to our third party service providers when it is necessary to do so in the processing of visit arrangements. These may include civil, military and public establishments, travel companies and other associated organisations. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime, or unless we have your express consent to do so.

We will not sell or rent your information to third parties.

We will not contact you for promotional purposes by email, telephone, post or text message if you have indicated that you do not wish to be contacted.

**How you can access and update your information – your rights**

MKAS has a legitimate interest to hold personal information of our members. This is necessary for the normal operation of the society as outlined above. Therefore we will not ask members for express consent to store their information during the course of the membership. However, at any time members may exercise their rights regarding their personal information as detailed below.

The accuracy of your information is important to us.

You have the right to access the information MKAS hold about you. This will be provided within 30 days of request in electronic format, or if this is not possible for a member, the information will be printed and posted/handed to the member.

You have the right to be informed what we do with your information – this is explained in this document.

You have the right to rectification – you can request your information be corrected

You have the right to erasure – also known as the right to be forgotten – you can request the personal information we hold about you is removed/deleted. Personal data will be removed/deleted when we no longer have a legitimate reason for holding it, such as when a member has ceased membership or, in the case of non-members, 12 months after you provide your details at your first lecture visit if you have consented for us to hold your information.

You have the right to restriction – you can request that your information is used for certain purposes only.

You have the right to data portability – you can request your information be transferred for use for other purposes.

You have the right to object – you can object to the use of your information for specific activities.

If you wish to put these rights into practice, please contact the Chairman or Membership Secretary (details on our website) or e-mail mkasinfo@gmail.com

**Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it’s treated securely. Any sensitive information (such as credit or debit card details) is destroyed immediately following processing.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on a password protected computer.

**Data breach**

Any breach of personal information will be reported to the individual as soon as we are made aware of this, and within a maximum of 72 hours, if it is considered likely that said breach will lead to a significant risk to individual’s rights and freedoms.

**Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website‚ so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

**Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in April 2018.