

# **Wessex Strut and General Data Protection Regulation (GDPR)**

## **Data Collection**

The Wessex Strut collects personal data from the 'Wessex Strut Membership Form', and any additional information regarding contact details sent to the Committee. On these forms members provide their name, address, email address and telephone numbers. If they wished to do so they have also included their interest in aviation, 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.

In future the form will state that the information they have given is only for the use of the Wessex Strut and that it will remain confidential under the terms of the General Data Protection Regulation. There will be a check box for members who wish to have their details withheld from other members.

## **Storage**

Members' details are kept electronically by members of the Committee. The paper membership forms are also filed, stored and kept by the Membership Secretary or the Treasurer.

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

The information is used for the members as follows:

Mail-out of Membership cards

Mail-out of Strut monthly magazine

E-mail of monthly magazine and Strut information. General information is promulgated to all members by any other members by using the 'Chat' email. Group emails use the emaildodo service.

Occasional personal communication between the Committee and the member.

## **Data Protection**

This information is made available, to the members of the club's Committee for communication purposes. Communication to individual members is by post, telephone or by e-mail.

The club does not share any personal information with any third party.

Members details will be communicated to other members on request unless that member has written that their details be withheld from other members.

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. Members are entitled to ask to see the personal details the club holds on him/her at any time and should contact the Membership Secretary for this purpose.

## **Data breaches**

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

**GDPR Review**

The Strut committee will review/ amend/update the club's GDPR document at committee meetings on an annual basis. The latest document will be on the Website.

Wessex Strut GDPR contact – Jenny Whicher