

# **LAA Suffolk Coastal Strut Privacy Policy**

At the LAA Suffolk Coastal Strut, hereafter referred to as “the Strut”, we’re committed to protecting and respecting your privacy.

The elected Strut officers will jointly have overall responsibility for data protection compliance in our Strut. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

This Notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

Any change to this Notice will be posted on the Strut website [www.suffolkcoastalstrut.org.uk](http://www.suffolkcoastalstrut.org.uk). Where the changes are significant, we may also choose to email all our registered users to notify them of the changes.

By becoming a member of the Strut, or requesting PPR to a fly-in event organised by the Strut you’re agreeing to be bound by this Notice.

Any questions regarding this Policy and our privacy practices should be sent using the contact details set out in the "Contacting us" section at the end of this privacy notice.

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

We obtain information about you by email, webform submission, phone and writing when

- you apply to become a member of the Strut
- become a member of the Light Aircraft Association
- apply for PPR to a fly-in event organised by the Strut
- visual media to record images of pilots/parties/aircraft at our managed events.

## **What type of information is collected about you?**

The personal information we collect might include your name, address, email address, telephone number, LAA membership number, type of LAA membership, and additional information such as pilots licence type, registration/type of aircraft you fly, where you fly from.

We do not collect IP Addresses or use cookies on our websites

The legal bases for the processing of your personal data is to enable the Strut to fulfil our contractual obligations and provide membership services.

## **How is your information used?**

We may use your information to:

- process your membership;
- to carry out our obligations arising from your membership;
- seek your views or comments on matters relating to the Strut and sport flying
- send you information that may be of interest to you. This may include information about our events and other Strut related matters, also information from the LAA that may be of interest.
- display of visual media images of pilots/parties/aircraft taken at our managed events on our websites. You may request for these not to be uploaded onto our websites.

## **How long do we retain your information?**

We will hold your personal information securely (password protected PC/file) for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person’s Strut membership lapses, or you have not requested PPR to a fly-in event organised by the Strut, your information will be kept for a period of 3 years after which your information will be deleted.

## **Who has access to your information?**

- Elected Officers of the Strut

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

Please be reassured that we will not release your information to third parties beyond the Strut 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.

## **How you can access and update your information?**

The accuracy of your information is important to us. You can check the information we hold is correct by using the contact details set out in the "Contacting us" section at the end of this privacy notice.

## **What are your rights?**

(i) the right to access;

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee

(ii) the right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

(iii) the right to erasure;

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a Strut member and wish the data not to be held for our standard 3 years.

Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the Strut to fulfil its obligations.

(iv) the right to object to data processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

(v) the right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk>

(vi) the right to withdraw consent.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us.

## **Contacting Us**

Data Privacy  
LAA Suffolk Coastal Strut  
30 Ascot Drive  
Ipswich  
IP3 9BY

email: [dataprivacy@suffolkcoastalstrut.org.uk](mailto:dataprivacy@suffolkcoastalstrut.org.uk)