



GDPR Privacy Notice

1. Introduction

- 1.1 Gatwick Flight Simulation Group (GFSG) ('we' or 'us' or 'our') is committed to protecting your personal information and respecting your privacy.
- 1.2 This Privacy Notice sets out the basis on which any personal data that we collect from or about you, or that you provide to us, will be processed by us.
- 1.3 For the purpose of the General Data Protection Regulation (the GDPR), the data controller is Gatwick Flight Simulation Group.
- 1.4 We may update this Privacy Notice from time to time and if so, we undertake to inform members accordingly.

2. Data Protection Contact

- 2.1 The contact details for our Secretary for any data protection queries are as follows: GFSG.secretary@gatwick-fsg.org.uk

3. Data Protection Principles

We will comply with data protection law. This says that the personal details we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

4. Particulars of processing

- 4.1 We process limited personal details about all members of GFSG and for the sake of clarity, they are: *first name* and *surname*, *email address*, *home and/or mobile telephone number*, *age group* (but not specific age) and finally, *general location - town and county* (but not specific address).



- 4.1.1 We will generally process your personal data for necessity of providing membership services such as keeping members informed, maintenance of records and other internal administrative matters, including updating your details and preferences.
- 4.1.2 We collect broad age group details together with basic address information to help inform the committee for decision making purposes.
- 4.1.3 Where our processing of personal data is based on your having given consent, you have the right as a data subject to withdraw that consent at any time. If you wish to invoke this right, please notify the Secretary using the contact details set out in section 2 above.
- 4.1.4 Upon revoking or not renewing your membership of GFSG, we undertake to remove your personal data from our records.
- 4.1.5 Your data is held securely on the GFSG server using Microsoft security tools

5. Your rights as a data subject

- 5.1 The General Data Protection Regulation provides the following rights (subject to some exemptions):
 - 5.1.1 The right to request access to the personal data that we hold about you;
 - 5.1.1 The right to request rectification of the personal data that we hold about you;
 - 5.1.2 The right to request erasure of the personal data that we hold about you;
 - 5.1.3 The right to request restriction of processing about you;
 - 5.1.4 The right to object to processing; *and*
 - 5.1.5 The right to data portability.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Secretary using the details provided in Section 2.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO), full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

6 How we will use the information about you

- 6.1 Purely for communication with you and analysis of our membership structure.