

NEKF PRIVACY NOTICE

Data Protection and Privacy statement

The North East Kite Fliers ("we", "NEKF") regard your privacy as important and we comply with the current law. The Data Protection Act 1998 ("DPA") applies to any personal data that we process, and from 25th May 2018 this will be replaced by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 ("DPA 2018") (together "data protection laws").

We will only use any personal information you send us for the purposes for which you provide it, or where allowed by law. We will only hold your information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you.

All NEKF committee members who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data and to abide by our Data Protection Policy which is available on our website.

Topics covered in this Privacy Notice

- Who we are and who is responsible for data privacy
- Our purpose in holding your personal data
- The categories of data that we hold
- Sharing your data with third parties
- Our lawful basis for processing that data
- Our legitimate interests in processing that data
- Your rights in respect of the data we hold
- Transferring your data to other countries for storage or processing
- How long we hold your data for
- The consequences should you choose to withhold data or ask us to remove it from our records
- Whether we use automated decision making

Who we are and who is responsible for data privacy

The North East Kite Fliers (NEKF) is a club, an unincorporated association, which promotes kite flying in the North East of England. We organise events for our members and the wider kite flying community. We support our membership through a code of conduct and they benefit from an insurance policy organised by the British Kite Flying Association (BKFA) of whom we are members. We draw our members principally from the North East but we also have members from across the UK and from Europe.

We are the 'data controller' of personal data and we take that responsibility very seriously. We use Simplelists to email our members which hides the direct email addresses of our members.

Our address is:

The North East Kite Fliers
Howardian View
Great Barugh
Malton
North Yorkshire
YO17 6UZ

Email: info@nekf.org

Our Chairman Jeremy Swift is responsible for Data Privacy within the NEKF. He can be contacted via the address and email above. If the matter is urgent please provide a telephone number and he will telephone you if possible.

Our purpose in holding your personal data

We hold personal data of our members in order to keep them informed of club activities including events and workshops, to notify them of club meetings such as our AGM and to manage their membership of NEKF and where appropriate the insurance cover provided through the British Kite Flying Association (BKFA).

We hold limited other basic contact information for those with whom we work on a variety of kite related issues such as events, insurance and offers to members etc.

The categories of data that we hold

We hold your name and contact details, including your telephone number and email address where you provide these.

For those benefiting from the insurance cover provided through BKFA to NEKF members including the 'club affiliated independent fliers' policy, we record your name and postcode only for identification purposes in the event of a claim. We also record your payment history including how you paid your insurance premiums so that we can reconcile our accounts.

All information you provide to us is stored on our secure computers and access is limited to our treasurer and secretary. Everyone is required to abide by our Data Protection Policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We do not store financial details.

We do not gather any personal information through our website. We do not collect IP addresses, we do not use cookies and we do not use any type of data analytic on the website.

Sharing your data with third parties

We share your name and postcode with the BKFA to show them who is to be included in the insurance cover provided to NEKF and its members. They will only share your data with their insurers in the event that a claim is made against either the insurance policy for members clubs or the insurance policy for 'club affiliated independent fliers'. If they share your data it will be with Howden Group Ltd who may share it with their insurance company for that policy.

Our lawful basis for processing that data

Our lawful basis for processing the personal data of our members is the legitimate interests of The North East Kite Fliers.

We will also rely on our legitimate interests as a lawful basis for processing personal data relating the management of the insurance cover provided to our members.

Our legitimate interests in processing that data

We have carried out a Legitimate Interest Assessment and concluded that we cannot meet the needs and expectations of our members unless we process their personal data. The Legitimate Interest Assessment is available on request.

Your rights in respect of the data we hold

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making,

may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Who we are" section above.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

Transferring your data to other countries for storage or processing

We do not transfer your data to countries outside the European Economic Area (EEA) for processing including storage. If the data is held on "Cloud servers" it will only be done where there is a binding agreement with the relevant data authorities to regulate this in line with the data protection laws.

How long we hold your data for

We only hold your personal data for the duration of your membership plus a period of twelve months, unless you ask to be forgotten in which case your data will be removed with 28 days. The twelve months is to allow for you forgetting to renew and to allow us to invite you to renew for the subsequent year. After that period your personal data will be securely deleted.

If you benefit from the insurance cover provided through BKFA your personal data will be retained for a period of three years after the expiry of your last period of insurance cover. This is to allow for any retroactive claims that are made against the policy.

The consequences should you choose to withhold data or ask us to remove it from our records

If you do not agree to our processing of your personal data, we may not be able to notify you of club events or club meetings such as the AGM. If you wish to benefit from the insurance cover provided through the BKFA and you do not agree to NEKF or BKFA processing your personal data they may not be able to make insurance available to you and their insurers may not be able to process any claims you may make against the policies.

Whether we use automated decision making

We do not use any automated decision-making tools in any of our processing.

The management of data protection in NEKF

The committee will nominate a member to be accountable for data protection.

The current nominee is Jerry Swift, Chairman, who can be contacted by email at info@NEKF.org.uk. We will respond to any request within 7 days.

May 2018