**Lincolnshire Gliding Club Privacy Statement**

1. INTRODUCTION

Lincolnshire Gliding Club Gliding Club Ltd (LGC) (Company No. 03277091) is committed to protecting your privacy and security. This statement explains how and why we use your personal data, to ensure you remain informed and in control of your information.

This Privacy Statement applies to anyone that Lincolnshire Gliding Club Gliding Club

encounters, including but not exclusively, members, volunteers, the public, professional contacts. We will never sell your personal data and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

For the purposes of this document, the Club’s Data Protection Lead is the Club Secretary.

2. WHAT INFORMATION WE COLLECT

a. **Personal data you provide** – We collect data you provide to us during our usual operations. This includes information you give when joining, flying or communicating with us.

For example: personal details (name, date of birth, email, address, telephone etc.) when you become a member

b. **Sensitive personal data** – we only collect and store sensitive personal data [that has been provided by you], where necessary and required to do so either statutorily or to provide you with membership (such as, but not limited to, information relating to health, date of birth, next of kin details, etc.).

c. **Accidents or incidents –** If an accident or incident occurs involving a member then we’ll keep a record of this (which may include personal data and sensitive personal data). We may also be required to share this with the appropriate statutory bodies.

3. HOW WE USE INFORMATION

We only ever use your personal data with your consent, or where it is necessary to:

• comply with a legal duty

• protect your vital interests

• for our own lawful interests, provided your rights don’t override these

a. **Marketing** – we use personal data to communicate with people, to promote LGC and to help with events/fundraising. This includes keeping you up to date with our news, updates and other communications from Club committee and members.

b. **Administration –** we use personal data for administrative purposes. This includes:

• flight logging

• member account transactions and reporting

• maintaining databases of our members

• fulfilling orders for goods or services (in whatever form the order is submitted)

c. **Internal data analysis** – we carry out analysis of the data from our members, to better understand the gliders that our members own or fly and flying/financial statistics This helps inform our decisions and makes LGC a stronger and more effective organisation.

If your personal information changes, you should tell us so that we can update our records.

4. DISCLOSING AND SHARING DATA

We will never sell your personal data. We may contact you with information about our products, services, operational notices and membership information, but these communications will always come from LGC briefings, WhatsApp or Email.

We will only share information when necessary and for the purposes that you have provided the data to us, including but not limited to:

• We provide annual statistics to the British Gliding Association (BGA) which includes a breakdown of the number of members by gender and age group. Although we do not send specific personal data (apart from contact details of club officers) we do process members’ data to produce these statistics.

• Individuals’ flying records and information on whether pilots have up to date medicals may be shared with the BGA should the member undertake instructor training or be the subject of an accident investigation, serious airspace infringement or Airprox (in which case the data could also be shared with the CAA and AAIB).

• Club officer details are shared with members.

5. STORAGE

We are required to make sure that we use and store information for so long as it is required for the purposes it was collected for. How long information will be stored for depends on the information in question and what it is being used for. Information.

We will delete the following data within 90 days of a member leaving the club

• Emergency contact details

• Any admin notes

Apart from the above, and unless we explain otherwise to you, we’ll hold your personal information based upon the following criteria:

• For as long as you are a member of the club, and then for as long as someone could bring a claim against us

• For as long as we are required to in line with legal and regulatory requirements or guidance

• For the purposes of the two above points we plan to maintain your personal information for a period of 5 years after a member leaves the club, or a trial flight / course occurs, and then delete it within the following 12 months, though we will continue to hold name, year of birth and flight logs for club statistical purposes.

**We will regularly review what information we hold and delete what is no longer required.**

6. KEEPING YOU IN CONTROL

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

• the right to confirmation as to whether we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);

• the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason).

• the right to have inaccurate data rectified.

• the right to object to your data being used for marketing or analysis; and

• where technically feasible, you have the right to see personal data you have provided to us which we process automatically based on your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

a. **Complaints**

You can complain to LGC directly by contacting our data protection lead. If you wish to make a complaint which does not directly relate to your data protection and privacy rights, you can do so by contacting The Chairman.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner’s Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk/)

7. COOKIES AND LINKS TO OTHER

a. **Cookies**

LGC do not log information in cookies, although any third-party cookies relating to certain functions/plugins of the website may store cookies to help improve user experience.

b. **Links to other sites**

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites.

c. **Social Media Sites**

We operate a Facebook page, although this policy covers how we will use any data collected from those pages, it does not cover how the providers of social media websites will use your information. Please ensure you read the privacy policy of the social media website before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.

By using our web and social media site, you signify your acceptance of this Privacy Statement. If you do not agree to this, please do not use our Sites. Your continued use of the Sites following the posting of changes to this policy will be deemed your acceptance of those changes.

8. CHANGES TO THIS PRIVACY POLICY

We will review/amend this Privacy Statement from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data.

This policy was adopted at a meeting of Lincolnshire Gliding Club, held on: 17 Jun 2025

Signed on behalf of the Management Committee A black signature on a white background

AI-generated content may be incorrect.

Role of signatory (e.g. Chairman etc) Chairman