



## Scottish Aeromodellers Association – Privacy Policy

### 1. Privacy Policy

At the Scottish Aeromodellers Association (SAA), we are committed to respecting your privacy and protecting your personal information.

This Policy explains why and when we collect personal information about People who join, volunteer or consume services from our Association or from our website or by whatever means.

How we use the information, the conditions under which we may disclose it to others, how we keep it secure and your rights in relation to your personal data.

The SAA have **not** appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, however contact details have been provided throughout this policy should you wish or need to contact us regarding data protection issues or compliance within SAA.

As a living document this Policy may change over time, please check the website at [www.saaweb.co.uk](http://www.saaweb.co.uk) to ensure access to the most up to date version and that you are still happy with any changes that may have been made.

By becoming a SAA member, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [sec@saaweb.co.uk](mailto:sec@saaweb.co.uk) or in writing to; **SAA Secretary, Scottish Aeromodellers Association, 47 Crofthead Crescent, Bellshill, North Lanarkshire, ML4 2BP.**

### 2. Who are we?

The Scottish Aeromodellers Association (SAA) was formed over seventy years ago providing a Non-Profit Scottish body dedicated to the maintenance and support of the internationally recognised sport encompassing all model flying disciplines.

The SAA exists as an Association of Scottish Aeromodelling Clubs and provides a variety of services, events, competitions and knowledge base for its members.

The SAA is affiliated to the British Model Flying Association (BMFA), allowing clubs and their members access to a great number of publications relating specifically to aeromodelling in the UK and internationally through the BMFA's affiliation to The Fédération Aéronautique Internationale.



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

We collect information about you when you become a member of the SAA in person or through an affiliated club.

We may also collect information either in person, via telephone, online or through an affiliated club when you take part or participate in;

- SAA Achievement & Certification Scheme
- SAA Competitions & Events
- Requests for SAA Funding & Support

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

The personal information we collect may include your;

- Name, Address, Email Address, Telephone Number, Date of Birth and Competency Awards related to model flying.
- If you join the SAA, purchase a product or enter a contest and pay for the services via an electronic/online Bank Payment (FPI, TFR, BP etc) directly to the nominated SAA Account, a record of your payment, as supplied by the SAA's current banking provider, will be held by as part of our Financial Records.
- If you receive funds from the SAA a record of any transaction will be held by the SAA as part of our Financial Records.

### **5. The legal bases for the processing of your personal information are as follows**

- To enable the SAA to fulfil our "Contractual Obligations" in the provision of membership services and insurances.
- To enable the SAA to fulfil our "Legal Obligations" to manage and maintain financial records.
- By providing your "Consent" the SAA will further provide information and publications on Safety Code & Achievement Scheme, relevant changes to legislation, guidance and support, information on events and competitions, newsletters on the activities of the SAA and areas of interest to the affiliated clubs and members.

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

We may use your information to:

- Process your membership
- Carry out our obligations arising from your membership
- Process entries to contests and events



- Process enquiries or orders that you have submitted
- Process requests for support and or funding
- Seek your views or comments on the services we provide
- Notify you of changes to our services
- Provide communications which you have requested and that may be of interest to you.

These may include information about SAA events and contests, government regulation changes that affect model aircraft flying and other SAA related news.

## 7. How long do we retain your information?

We will hold your personal information on our systems for as long as is necessary to carry out, contractual obligations in relation to your membership, legal obligations in relation to financial records or as long as is set out in any relevant agreement between us. Where an individual's SAA membership lapses your information will be retained securely for a period of 5 years for the purposes of maintaining Achievement Scheme records, financial records and SAA historical accuracy after which your information will be deleted.

## 8. Who has access to your information?

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.
- Where a SAA Affiliated Club participates with the SAA as a "Joint Data Controller" we will share information for the purpose of completing tasks and providing services to you (for example processing new SAA member applications, processing SAA member renewals, updating personal information to ensure accuracy and validity).
- When we share with "Joint Data Controllers" we will only do so where and when a mutually agreed and formalised "Data Sharing Agreement" is in place.
- The "Data Sharing Agreement" will clearly specify the items of personal information required to deliver the services and also the steps and controls to ensure the continued privacy and security of your information.
- The SAA will not share your information with any SAA Affiliated Clubs where a Data Sharing Agreement is not in place, or any other third parties beyond the SAA unless required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

*N.B. If you pay for services via an electronic/online Bank Payment (FPI, TFR, BP etc) directly to the nominated SAA Account your payment will be processed by your own Banking provider and will be initiated and completed using their own secure transaction services. The SAA currently use the Bank of Scotland and as such receipted transfers and records are managed by the Bank Of Scotland's secure EFT*



*payment and transaction services. If you have any questions regarding these secure transactions services, please contact your Banking provider in the first instance.*

## 9. 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 contacting the SAA Membership Secretary by email; [memsec@saaweb.uk](mailto:memsec@saaweb.uk) or in writing to; **Membership Secretary, Scottish Aeromodellers Association, 47 Crofthead Crescent, Bellshill, North Lanarkshire, ML4 2BP.**

## 10. Links to non-SAA websites?

Our website may contain links to other websites run by other organisations. This privacy policy only applies to the SAA and the SAA website, we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them by using links from our website.

Additionally, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of the third-party site and recommend that you check the privacy policy of that third-party site.

## 11. Your rights under GDPR

- **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.
- **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.
- **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 SAA member and do not wish the data to be held for our standard 5-year period. Please note a request for data erasure for a current member would require that member to forfeit



membership. The data is required for the SAA to fulfil its contractual obligations.

**Right to restrict processing;**

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

- **Right to object to 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.

- **Right to data portability;**

To the extent that the legal basis for our processing of your personal data is:

Legal Obligation, Consent; or (2) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract, and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

- **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>

- **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;**

**SAA Secretary**

**Scottish Aeromodellers Association**

**47 Crofthead Crescent, Bellshill, North Lanarkshire, ML4 2BP.**

