



# **SCOTTISH HANG GLIDING & PARAGLIDING FEDERATION**

## **DATA PROTECTION POLICY**

The Scottish Hang Gliding and Paragliding Federation (SHPF) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject, and how to exercise them.

### **What we need from you.**

When you register as a member of a club affiliated to the SHPF, or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), the SHPF will be provided with some, or all, of the following personal information by the registering club:

- Contact details – eg. name, address, post code, e-mail address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Participation details – other clubs, existing BHPA membership number.
- Equality information – sex, gender.
- Safety and emergency details – e.g. next of kin, relevant health conditions.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### **Why we need your personal information – contractual purposes.**

We need to collect member’s personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, end of year renewal reminders.
- Organise club activities and manage risk and safety if you attend an event on a hill or at a public venue.
- Register your membership with the representative body, BHPA.
- Provide Sports Scotland with membership numbers – this is essential in securing our annual investment which allows us to support the Scottish National competition, repacks, first aid training and other beneficial events.

### **Why we need your personal information – legitimate purposes**

We also process our members’ personal information for the following legitimate purposes:

- Provide you with news and updates about the activity of the SHPF, opportunities to get involved in SHPF meets, training, general meetings or other events.



- Raise awareness of the SHPFs activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- Apply to government bodies for funding to enable us to continue to support paragliding in Scotland (this is limited to collated data of membership numbers, etc.)

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of compliance with:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information.

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Who we share your personal information with**

When we register your membership with a club affiliated to the SHPF, we use the information you have provided for the purposes of providing you with membership products and services. The data you provide will be stored on our database and kept by us whilst you are a member of an SHPF affiliated club and for a period of 2 years afterwards. The SHPF will not share your data with third parties other than to provide you with membership products and services, e.g. BHPA Registered Clubs, insurers, FAI etc., or in the pursuit of flight safety e.g. AAIB, UK Airprox Board etc. without your prior permission. You have the right to object to our use of your data, withdraw your consent for us to use your data, request a copy of the data we hold, require us to correct any errors in that data and to require us to delete your personal data. If you choose to withdraw your consent, SHPF may no longer be able to provide you with some member products and services.

Information that you voluntarily provide through google groups, telegram, xcfind or any other third-party application is controlled by your agreement with that service provider, also under the control of the General Data Protection Regulations (GDPR).

### **Third party suppliers with access to members' personal data**

The SHPF will not provide your personal data to any third-party service suppliers without your prior consent.

### **How we protect your personal information**



Your personal information is accessed by our Committee members, only for the purposes set out above. It is stored by our club in a password-protected spreadsheet. Your personal data is transferred to BHPA via a passwordprotected spreadsheet. How long we keep your personal information We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 2 years.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data, if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

You can contact us at [secretary@shpf.co.uk](mailto:secretary@shpf.co.uk)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

Date	Description/Purpose	Name	Signed	Position
20/10/2022	Policy Update Approved at SHPF Committee Meeting held on 20/10/2022.	A.Smith	<b>REDACTED</b>	Secretary
03/12/2018	Policy Update	W.Lister-Kaye	<i>W.Lister-Kaye</i>	Chairman
30/10/2014	Initial Issue	D.Gravier	<i>D.Gravier</i>	Chairman