

Cumbria Soaring Club

Data Protection Policy & Privacy Notice

How we look after your personal information

The Cumbria Soaring Club (“the Club”, “we”, “us”) keeps personal information about its members so that it can run the Club, meet the conditions of its BHPA affiliation, and keep members informed. This notice explains what we hold, why, who it is shared with, how long we keep it, and the rights you have over it. Our membership system is entirely electronic — we keep no paper records.

Who is responsible for your data

Cumbria Soaring Club is the **data controller** for the personal information described here. If you have any question about this notice, or you want to exercise any of your rights, contact the Membership Secretary at membership@cumbriasoaringclub.co.uk.

We process your information in line with UK data protection law — the UK GDPR and the Data Protection Act 2018.

What information we hold

We hold the following about our members:

- Name, address and contact details (including email, mobile and any landline)
- Emergency contact name and number
- Gender, and — where relevant — whether you are under 18
- BHPA membership details (number, rating and expiry date)
- Your flying disciplines and any club roles (for example committee, coach or flying-site officer)
- Membership status, dates and payment records
- Records of communications we have sent you, and any relevant notes

Why we hold it, and our lawful basis

We only use your information for running the Club and keeping members informed. The main purposes, and the lawful basis under UK GDPR for each, are:

- **Managing your membership** — administering your record, subscriptions and renewals. Basis: necessary for our agreement with you as a member, and our legitimate interests in running the Club.
- **Verifying BHPA membership** — we are required to send members’ names, BHPA numbers and postcodes to the BHPA at regular intervals to confirm valid membership and insurance cover. This is a condition of our affiliation. Basis: our legitimate interests and the requirements of BHPA affiliation. Current BHPA membership is mandatory; if it lapses, your Club membership is lapsed too.

- **Keeping you informed** — sending you Club news, event details and important paragliding/hang-gliding safety information (for example safety notices or equipment recalls). Basis: our legitimate interests in communicating with members. We normally use email, and occasionally post.

Who we share it with

We do not sell your information, and we do not share it for marketing. We share it only in these limited ways:

- **The BHPA**, for the membership verification described above.
- **Our website and IT provider**, which hosts the membership system and processes data on our behalf, under contract, on our instructions only (a “data processor”).

Beyond these, we do not pass members’ personal data to any other person or organisation.

Where your data is stored

Our membership system is hosted on a secure third-party platform. Depending on that provider’s arrangements, your information may be stored or processed outside the UK. Where that happens, it is protected by the safeguards required under UK data protection law.

How long we keep it

We keep your information for as long as you are a member. When a membership lapses, we retain the record for **three years** and then delete it. We do this because members often rejoin after a break, and keeping the record means they don’t have to start from scratch. If you would prefer us to delete your record as soon as your membership ends, just let us know and we will do so.

Keeping your data secure

Member data is held in a private collection that can only be opened by Club administrators, each using their own login. Members cannot see one another’s records. We keep access to the minimum number of people needed to run the Club.

Your rights

Under UK data protection law you have the right to:

- Be informed about how we use your data (this notice)
- Ask for a copy of the information we hold about you (a “subject access request”)
- Have inaccurate information corrected
- Ask us to delete your information, or restrict how we use it
- Object to our use of your information
- Ask us to transfer your information to you or another organisation
- Withdraw any consent you have given, at any time

You can view and update most of your own details at any time through the My Membership page once you are logged in. For anything that isn't shown there, or to make a formal request under any of the rights above, contact the Membership Secretary at membership@cumbriasoaringclub.co.uk. We will respond within one month. Because our system is electronic, asking us to delete your record means we also have to end your Club membership.

Members under 18

Where a member is under 18, we handle their information with extra care and follow a manual consent process with a parent or guardian, in line with the Club constitution.

Cookies

Our website uses cookies only where they are needed to make the site work — during the membership application process and while a member is logged in to the members' area. These are removed when you log out. We do not use cookies for advertising or tracking.

Complaints

If you are concerned about how we have handled your information, please tell us first so we can put it right. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection regulator, at ico.org.uk.

Changes to this notice

We may update this notice from time to time. The current version is always the one published on our website.

Last reviewed: 13 June 2026