# THE CARLISLE AND DISTRICT MODEL AIRCRAFT CLUB CONSTITUTION

## GENERAL

1. The club shall be called The Carlisle and District Model Aircraft Club (CDMAC) and will be affiliated to the British Model Flying Association. In this document

CDMAC will be referred to as “the Club”, Kirkbride airfield will be referred to as “the airfield” and Solway Light Aviation as “SLA”.

1. The club’s principal aim shall be the promotion of safe and responsible model aircraft and helicopter flying. All types of aeroplanes and standard helicopters) may be permitted within the Club. Multirotors (drones) and FPV flying are not permitted at Kirkbride airfield.

1. Alterations to this constitution can only be made at an Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM). Any proposed alterations must be submitted to the Club Secretary in writing at least 14 days prior to the meeting.

## MEMBERS

1. A “member” means any class of membership. There will be two classes of membership namely Senior and Junior. Junior members will be under 18 years of age,and will be entitled to a 50% reduction in Club fees (excluding the BMFA membership payment which is defined by BMFA annually).

1. The Committee has the right to refuse membership, but will be required to provide adequate reason for so doing. There will be no forms of membership discrimination of any type. New members applications will be discussed at Committee Executive level prior to acceptance.

1. New members are required to serve a probationary period of 6 months. During this time they will not be eligible to serve on Committees and may have their membership terminated at Committee discretion for unsatisfactory conduct.

1. New members’ subscriptions shall be dependent on the class of membership.

1. Subscriptions are due on the date of the AGM, and the new rate will be advised to all members immediately following the AGM. Any member who has not paid

the subscription by 31st December will not be insured to fly by the BMFA and will not be able to fly at Kirkbride until payment is confirmed.

1. Members who do not renew their membership before 31st Dec will be deemed to have left the club and a renewal after this period will be treated as a new membership application. Reduced subscriptions will apply from July in line with the date set by the BMFA when they will be set as the BMFA reduced rate plus half the annual club fee. The Committee reserves the right to ask for a formal membership application if it so wishes.

1. Members who have allowed their membership to lapse will normally be asked to re-apply for membership and will be required to pay a full subscription (see para 9 above for pro-rata rate).

1. All members must be members of the BFMA or SAA and must be able to provide evidence of such on request.

1. All members, without exception, must comply with all Club Rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.
2. All members must comply with CAA rules and regulations applicable to model aircraft whilst attending the flying site. Members renewing their BMFA membership through the club shall be deemed to have given their consent for their registration under current legislation by the club through the BMFA and to have accepted the privacy policies of the BMFA and CAA..

1. Members may invite guest fliers a maximum of three times to the site *after advising a member of the Committee Executive (i.e. Chair, Secretary or Treasurer)*, they must confirm BMFA insurance and BMFA flying certification, and the club member must be present to assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit.

## RULES, DISCIPLINE AND SAFETY

1. Additions and amendments to field safety rules can only be made by proposals at an AGM or EGM except where urgent action is required to address a specific issue. In the latter case changes may be made by the Committee which will have immediate effect. These changes must then be ratified at the next AGM or EGM.

.

1. All field safety rules will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required and the rule is amended in accordance with paragraph 14.

1. .Any complaint concerning any member must be made to the Club Secretary so that the matter can be addressed at the next Committee meeting.

1. Where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out.

1. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 60 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 20.

1. The Committee may consider removal of membership where conduct on

the field or elsewhere is considered to be prejudicial to the Club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice:

* 1. The member is to be given a verbal warning by an Officer of the Committee in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.

* 1. If the member does not respond, he is to be given a written warning by an Officer of the Committee to advise him of his misdemeanour and what he is reasonably required to do to make amends.

* 1. If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.

* 1. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.

* 1. When the member is advised of withdrawal of his membership, he must be

given the right of appeal. If he opts to appeal, this will be to the Club membership at an EGM which the Committee would call on his behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution. In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above. In the event of dismissal the Committee will arrange for the member’s appropriate portion of the current membership fee (excluding BMFA subscription) to be reimbursed in full.

## FLYING

1. The Committee, Officers, Instructors and Examiners, will be responsible for the running of the flying field at all times. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.

1. All flying members must attain the minimum standard of flying required by the Club before being permitted to fly unsupervised. This standard shall be the BMFA ‘A’ Certificate except where the person does not fly models that meet the requirements for completion of an A test. In these circumstances the BMFA Basic Proficiency Certificate (BPC) will be accepted as the minimum standard for unsupervised flying. The holder of a BPC may not fly unsupervised any model that is capable of performing the ‘A’ test until that standard has been achieved.

1. The minimum requirement for a person to supervise a flyer who does not hold the minimum qualification for unsupervised flying is that they be an examiner, club instructor, B certificate holder, or an A certificate holder who has held that certificate for a minimum of six months.

1. Any member whose flying standards drop, in the opinion of the Committee, below the minimum requirement solo standard will be required to retrain (and be required to fly under supervision) until the BFMA 'A' standard of flying is confirmed again by the Club Committee.

## COMMITTEE STRUCTURE AND APPOINTMENTS

1. The Committee of the Club shall comprise of not more than four members.

1. The Officers of the Committee shall be Chairman, Secretary and Treasurer.

1. At the discretion of the Committee, one senior club member may be appointed annually as the club’s BMFA Delegate who could represent the club at all relevant meetings.

1. Any Committee member or member who is involved in any organisational position within the Club, must hold membership of the British Model Flying Association.

1. Committee officers and members shall be elected at the Annual General Meeting from written nominations received no later than 14 days prior to the meeting, to serve for a period of two years. The Committee will be elected by a majority vote of members present. All fully paid up senior members are eligible to vote. Should a committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting. Alternatively an EGM may be called to elect a replacement to serve for a period of two years.

## COMMITTEE ORGANISATION AND POWERS

1. Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote in addition to his initial standing vote.

1. The Committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the members including the adjustment of club bye-laws to suit local current conditions. Approval from the membership at a General Meeting must be sought for ad-hoc expenditure greater than £100.00 (other than regular annual payments to BMFA, SLA etc).

1. Each Committee officer that has financial signing authority is required to submit a sample of his signature for banking reference purposes.

1. The Club Secretary must be informed of any negotiations proposed by club

members which affect the Club as a whole and copies of any written correspondence must be submitted to him for record purposes.

1. The Secretary may receive an annual honorarium to cover out of pocket expenses not covered under the normal conditions of withdrawal from club funds, the amount of which will be decided at the Annual General Meeting (should any payment be requested). He may also present a quarterly claim towards telephone costs for consideration by the Committee.

1. Any Committee Member or Officer wishing to resign must do so in writing.

1. Any member of the Committee who is absent from three consecutive

Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.

1. The Committee may pay accounts and incur any normal liabilities on behalf of the club.

## VOTING AND CONDUCT OF COMMITTEE MEETINGS

1. All committee meetings will have an agenda and be minuted. Minutes of committee meetings will be made available to members on request to the secretary.

1. A quorum of any Committee meeting shall consist of a majority of Committee Members.

1. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

1. Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.

1. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

1. Non committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non Committee Member may be asked to leave the meeting subject to approval from the Committee.

## VOTING AND CONDUCT OF GENERAL MEETINGS

1. All meetings will have an agenda and be minuted. Any other business will only be accepted at general meetings if the Secretary is given at least 21 days notice in writing of the item to be discussed.

1. A quorum of any general meeting is to be at least one quarter of the senior membership.

1. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.

1. Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.

1. Amendments to proposals must be voted upon first.

1. An audio recording of general meetings may be taken by the Secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.

1. Non club members may attend Club meetings as observers, as invited guests of a club, by applying to the Secretary at least 14 days before the meeting. Any non-Club member may be asked to leave the meeting subject to approval from the Committee.

1. The Committee, through the Chairman, has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

1. Patrons of the club have no voting rights but are free to attend all club meetings.

## ANNUAL GENERAL MEETINGS

1. A date for the Annual General Meeting will be decided each year by the

Committee. At least 28 days notice of the meeting will be given in writing to all Club members.

1. Annual subscriptions and any joining fee will be decided at the Annual General Meeting.

1. A competent individual (non-committee member) shall be elected by the

Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets, and its liabilities.

## EXTRAORDINARY GENERAL AND COMMITTEE MEETINGS

1. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any officer of the Committee, stating the business to be discussed.

1. The Secretary shall convene an Extraordinary General Meeting of the club by a resolution of the Committee stating the business to be brought before the meeting, of which 28 days notice has been given to all members in writing stating the business to be discussed.

1. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 25% of members of the club, stating the business to be brought before the meeting. The meeting must be called within 28 days of request and 14 days notice must be given to all members in writing stating the business to be discussed.

1. When a request for a meeting is made in accordance with Article 59 and it is not called within 28 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving 28 days notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

## INSURANCE AND INDEMNITY

1. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.

1. The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.

1. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer.

1. When there is a joint meeting between CDMAC and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event to the Committee.

## DISSOLUTION OF THE CLUB

1. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.

1. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members; the funds remaining will be held in trust by the BMFA for a period of ten years.

1. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be held in trust by the BMFA for a period of ten years. All members will receive a final statement of accounts.

1. BMFA Note :Upon dissolution where clubs place funds in trust with the BMFA it is held for up to 10 years and returned in the event the club is reformed. After 10 years the funds get transferred to the Development fund and used to further model flying in the UK.

## CLUB GUIDELINES AND RULES

69. The following documents are additional guidelines and rules that are not part of the Constitution above, but are detailed below for reference. These documents may be adjusted by the Committee to suit the local conditions pertaining over time. Changes will be voted on at an AGM or EGM in accordance with procedures in the Constitution. The documents are:

1. Charity Guidelines.
2. Care of junior members.
3. Disciplinary procedures.
4. Airfield safety rules.
5. Helicopter pleasure flights procedure.
6. Privacy Notice

*Note: In all references above the masculine is used, but is not intended to discriminate against any future female members in any way.*

CDMAC CHARITY GUIDELINES

1. The Club’s charity guidelines are as below, and may be adjusted by the Committee to encompass new circumstances.

1. The Club will consider, wherever possible, supporting local charity events when asked. i.e. school summer fairs, firework displays, etc., and whenever it is practicable to provide a relevant display of what we do. Whether or not money changes hands largely depends on the circumstances around which the event is based. These conditions should be finalised well before the day of such an event by the Committee.

1. Only money raised at these events should be made available to donate to worthy causes. No money will be diverted from members’ subscriptions

# CDMAC - CARING FOR JUNIOR MEMBERS

1. It should be noted that any disclaimer concerning the care of any member, particularly junior members, is not acceptable in law. Responsibility for junior members is shared between the parents/guardians and the club members and should be well publicised to ensure that all are aware of the division of responsibilities.

1. These formal guidelines are part of the club rules, but for these to be effective it is imperative that a copy of these rules is given to parents/guardians in addition to involved members. Their attention must be drawn to them before a junior member initially attends the airfield.

* + 1. A Junior Member is defined as being under 18 years of age.
    2. A responsible adult is defined as a parent/guardian or a senior member of the club appointed by the parent/guardian who has the experience commensurate with the type and degree of supervision required. It shall not be the club’s responsibility to recommend or otherwise identify a club member for the role.
    3. Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member’s age, maturity, capabilities and levels of experience.
    4. Junior members under the age of 14 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
    5. No junior member under the age of 14 years shall fly a model aircraft unless supervised by a responsible adult or the junior member holds the minimum of a BMFA Achievement Scheme “A” certificate and has been authorised to do so by the Club Committee.
    6. No senior member is to be expected to assume responsibility for a junior member unless he/she has been specifically requested to do so by the junior member’s parent/guardian. If required to do so, he/she is to assume complete and total responsibility for the junior member whilst he/she is in their charge.
    7. Notwithstanding the requirements of Paragraph f, should a member discover a junior member is unsupervised he/she must assume responsibility for the junior member’s safety in the first instance. The situation should then be rectified as soon as possible by seeking out the junior member’s parent/guardian/nominated responsible adult. Any instance of such an occurrence is to be reported to the Committee as soon as possible.
    8. Whilst supervising junior members, senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA Leicester Office.
    9. The club will ensure that the following statement is included on the membership application form to ensure the parent/guardian agrees to abide by club policy: “Note to parents and guardians: This Club does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post -flight procedures, unless specifically arranged. Our activities at the flying site do not finish at a regular time and it is therefore your responsibility to ensure the wellbeing of your child over and above arranging a predetermined collection time. Should you wish to leave your child at the flying site, it is your responsibility to arrange for a responsible adult who may be one of the senior members to supervise him/her during your absence. In addition this Club has specific rules relating to junior members and you are required to study them carefully. This membership form must be countersigned by the parent/guardian if the applicant is under 18 years of age, thereby signifying you accept the conditions of junior membership.”

1. Caring for junior members is largely a matter of common sense provided everyone is clear on what is expected of them and a few simple principles are adhered to. It is not a responsibility to be feared but is nevertheless essential if we are to ensure we continue to attract youth into model flying.

**CDMAC Disciplinary Procedure Guidance**

* 1. Minor faults or shortcomings in behaviour should normally be dealt with informally by a committee member with a view to reaching agreement on the improvement required. Informal warnings should not form part of the formal disciplinary procedure and the formal procedure would not be followed before an informal warning is given. If, however, the problem persists or if the matter is more serious, action under the formal disciplinary procedure outlined in the constitution should normally be taken.

* 1. The disciplinary procedure is intended to provide a formal framework to deal with the situation where an individual’s conduct falls below acceptable standards and to ensure fair and consistent treatment of all members. In such circumstances.

* 1. The committee should set out in writing to the member the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal and the member should be invited to a meeting to discuss the matter.

## Disciplinary meeting

1. The meeting should take place before any action is taken (other than suspension, in the event of alleged gross misconduct or police investigation, to enable a full investigation to take place).

1. The meeting should not take place until:

(I) the member has been informed of the basis for the grounds given in the original notice of formal action or dismissal and

(ii) the member has had a reasonable opportunity to consider their response to such information.

1. At the meeting the committee should explain the complaint against the member concerned and go through the evidence that has been gathered.

1. The member must take all reasonable steps to attend the meeting.

1. After the meeting the member should be informed in writing of the committee’s decision and their right of appeal against such decision to the members at a general meeting if they are not satisfied with it.

## Appeal

1. If the member wishes to appeal they should inform the secretary in writing within the time frame stated in the decision notice. The member should set out specific reasons for the appeal. The Secretary should call an Extraordinary General meeting of the club to hear the appeal.

1. The member must take all reasonable steps to attend the meeting. The appeal general meeting may take place after the disciplinary action or dismissal takes effect. After the appeal general meeting the member must be informed of the general meeting’s final decision.

## General

1. At any meeting under the disciplinary procedure the member concerned should be given the right to be accompanied by another club member to act in a supporting capacity but such companion may not usually answer questions on behalf of the member subject to the procedure. The member concerned also has the right to call witnesses or ask questions of any witnesses called by the committee

1. General principles for the operation of the disciplinary and dismissal procedure:

* + formal disciplinary action should not normally be taken until the matter has been investigated

* + where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out

* + the member should be informed that suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt

* + the member should be advised of the allegations against them and have an opportunity to state their case before any formal disciplinary decision is made

* + the member should be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting
  + at every stage of the formal disciplinary procedure, the member will have a right to be accompanied at any disciplinary meeting by another club member

* + a member should not be dismissed for a first breach of the rules, except in the case of gross misconduct, when the penalty will normally be immediate dismissal

* + the member concerned will have the right to appeal against any formal disciplinary penalty

* + although the disciplinary penalties which may be imposed under this procedure will normally be imposed in the order set out in the constitution, the procedure may be commenced at any stage if the seriousness of the members alleged misconduct justifies this.

## Disciplinary sanctions

13. As part of any disciplinary procedure, where the committee considers it appropriate to do so, they may impose a disciplinary sanction, which is a penalty.

These will generally take the form of some type of warning:

* **Verbal warning notice** - If conduct does not meet acceptable standards, a member may be given a formal verbal warning. This should set out the conduct problem, confirmation of improvement required and time scale for improvement to be made, together with the assistance to be provided to meet the objectives. A record of the verbal warning will be kept but the warning will be disregarded after usually a six month period (the time frame is dependent on the committee’s decision) provided conduct has been satisfactory.

* **Written warning** - If the offence is more serious or if there is insufficient improvement after a verbal warning or if a further broadly similar offence occurs whilst a verbal warning remains in force, a written warning may be given. This will set out the nature of the conduct problem and confirmation of improvement required and time scale for improvement to be made, together with the assistance provided to meet the objectives. The warning should also inform the member that should your conduct fail to improve or you commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the committee) then you will be issued with a final written warning. The written warning will be kept on file, and the member should be informed after what time period it will be disregarded providing their conduct, attendance or performance has been satisfactory.

* **Final written warning** - If there is still insufficient improvement after a verbal and/or written warning has been issued or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given. This will provide details of the complaint, the improvement required and the timescale for the improvement. It will also warn that a failure to improve or any further disciplinary offences over the next period referred by your employer may lead to dismissal or some other action short of dismissal. The final written warning will be kept on file and the member should be informed when the warning will be disregarded provided your conduct, attendance or performance has been satisfactory.

* **Dismissal or other sanction** - If there is still further misconduct or a failure to improve conduct the final stage in the procedure may be dismissal

.

## Examples of misconduct

14. Examples of misconduct which may lead to disciplinary action being taken include, but are not limited to:

* failure to comply with field safety rules

* breach of club policies and practices

## Examples of gross misconduct

1. The club may consider some types of misconduct to be so serious that a disciplinary warning would be an insufficient penalty. Such offences are known as offences of gross misconduct. Where the offence is one of gross misconduct the normal penalty will be dismissal without a prior warning being issued (summary dismissal).

1. Dismissal for gross misconduct will not normally occur until a disciplinary meeting has taken place. Matters which may justify summary dismissal include, but are not limited to:

* + dishonesty, theft and fraud from the club or its members

* + deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the club , etc.

* + vandalism or sabotage of club equipment and property

* + fighting, or seriously disruptive behaviour or offensive or abusive language

* + serious misuse of computer, email and internet systems, including posting to club websites or emailing pornographic, offensive or obscene emails to members

* + misuse of club financial or other confidential club information
  + acts of bullying, harassment or discrimination

* + model flying under the influence of drinks, illegal drugs or other intoxicants

* + misconduct which may bring the club into disrepute

* + serious breaches of the clubs policies, procedures and safety rules

* + deliberate or serious damage to the clubs/landowners property or causing loss, damage or injury through serious negligence

* + any criminal offence carried out at the club site or during club meetings/ events where such offence impacts or may impact upon the club.

## Privacy Notice

At the Carlisle and District Model Aircraft Club hereafter referred to as “the club”, we’re committed to protecting and respecting your privacy.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Protection Compliance Manager (DPCM) has overall responsibility for data protection compliance in our club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

This notice explains when and why we collect personal information about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

We may change this notice from time to time so please check the website at cdmac.bmfa.org or request a copy occasionally to ensure that you’re happy with any changes. By becoming a member of the club, you’re agreeing to be bound by this notice.

Any questions regarding this notice and our privacy practices should be sent by email to the club DPCM

**How do we collect information about you?**

We obtain information about you when you apply to become a member of the club.

**What type of information is collected about you?**

The personal information we collect includes your name, address, email address, telephone number, gender and IP address and details of your BMFA membership.

The legal basis for the processing of your personal data is to enable the club to fulfil our contractual obligations and provide membership services.

**How is your information used?**

We may use your information to:

* process your membership;
* to carry out our obligations arising from your membership;
* seek your views or comments on matters relating to the club and model aircraft flying
* notify you of changes to our services;
* send you communications which you have requested and that may be of interest to you. These may include information about club events and contests and other club related matters, also information from the BMFA that may be of interest.

**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 our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person’’s club membership lapses their information will be securely kept for a period of twelve months, after which their information will be deleted.

**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.

All members of the club must also be members of the BMFA, by joining the club you give consent for your personal data to be shared with the BMFA to enable provision of BMFA membership services. Please see the BMFA privacy policy at <https://www.bmfa.org/Privacy-Policy>

Please be reassured that we will not release your information to third parties (including other club members) unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

**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 club DPCM. You can check the information held on you by the BMFA by logging into the BMFA website or through the club DPCM.

**What are your rights?**

1. the 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.

1. the 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.

1. the 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 club member and wish the data not to be held for our standard twelve month period

Please note a request for data erasure for a current member would require that member to forfeit membership of the club. The data is required for the club to fulfill its obligations.

1. the 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 defense 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 defense of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

1. the 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.

1. the right to data portability;

To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party 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.

1. the 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*](https://ico.org.uk/)

1. the 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 us OR,,for information held on the BMFA database, by using your BMFA members dashboard when logged into their website

**Contacting Us**

Carlisle and District Model Aircraft Club DPCM:

Andrew Stretton. Email: agw.stretton@gmail.com.

Postal address: 56 Thomlinson Avenue, Carlisle, CA2 7BF