**AMSAT-UK Data Privacy policy – September 2023**

**About this Policy**

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

We collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.amsat-uk.org (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, the “controller” of all personal data we hold about you will be the Hon Sec.

**Who are we?**

AMSAT-UK is a not-for-profit organisation set up to promote the hobby of the Amateur Satellite Service and is run, on a voluntary basis, by an elected committee of members. .

**The legal basis for processing your data**

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For the purposes of our legitimate interests in managing the membership database of AMSAT-UK.

When you join or rejoin the AMSAT-UK we will ask you for some personal information which we will use to provide you with membership or online services. As you will be about to or have already entered into a contract with AMSAT-UK, your consent to do this is given when you complete the application form in print or electronically on the AMSAT-UK on-line shop, or by post.

**What personal data do we hold?**

AMSAT-UK will hold your name, callsign (if applicable), user names, password for the Oscar New download web site, and e-mail address. In addition to this, we may record membership details such as date of joining, renewal date, membership type, home address, and billing address.

**Why we need it**

We need this information in order to alert you to the availability of the electronic version of Oscar News. If you are a postal member we need the information in order to send you a printed copy of Oscar News through the mail. We do not hold any personal financial details such as credit card or PayPal account information.

Occasionally, we will send e-mails or letters to remind you when your subscription is due, or when providing information about the activities of AMSAT-UK.

Your data will not be given to third parties and is only available to the Club's Committee to operate and run the club as outlined above.

**How we protect your personal data**

Our website and database systems are based in the EU and we will make every effort to keep your data inside the EU, however for internal administrative purposes it may occasionally be required for your data to be temporarily transferred outside the EU using secure means to other IT systems in our control. By accepting this policy, you give us consent to transfer your data outside the EU in a secure and confidential manner.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which we become aware of which might expose you to serious risk.

**How long will we keep it?**

Your details will be deleted from our membership database 36 months after membership expiry.

**Your rights**

 You have rights under the GDPR:

(a) to access your personal data

(b) to be provided with information about how your personal data is processed

(c) to have your personal data corrected

(d) to have your personal data erased in certain circumstances

(e) to object to or restrict how your personal data is processed

(f) to have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

If you have any questions about AMSAT-UK and the GDPR, please contact the Hon Secretary (honsec@amsat-uk.org).

Additional contact details are on the contacts page of the club website.