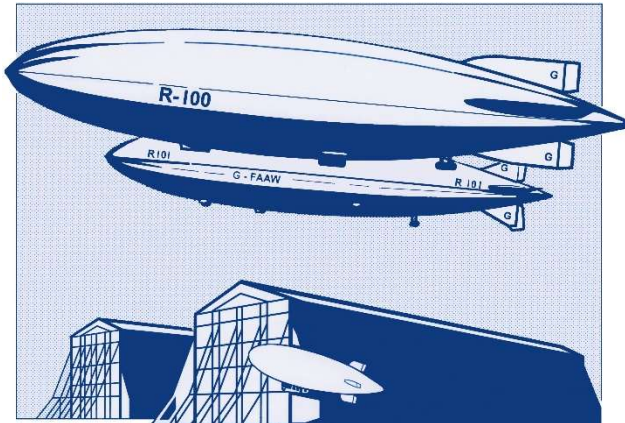


COMPANY REGISTRATION NUMBER: 02104681
CHARITY REGISTRATION NUMBER: 296398



Airship Heritage Trust
Company Limited by Guarantee
Privacy Policy
June 2020

Registered Address
40 Kimbolton Road
Bedford
MK40 2NR

Airship Heritage Trust – Privacy Policy

1 Our Commitment

The Airship Heritage Trust is committed to ensuring the privacy and security of the personal data of our members, customers and potential members.

2 Personal data we collect

Personal information is information that you give us about yourself in order to benefit from our services. As such, it may include details such as:

- Your name, contact details, date of birth and address (including an e-mail address)
- Membership number, qualifications and your profession
- Your preferences in terms of the different types of communications that you prefer to receive

Much of this information is optional. Where you do provide it, it will enhance your use of the website and our services. Where information is not compulsory, this will be clearly marked.

3 Why do we collect this information?

To provide the services requested, the Trust will collect your personal information, to deliver these services. Typically, we will use your personal information to service our members, we will communicate with you on beneficial and necessary membership offerings which enable access to networking with other professionals, attendance at conferences and events at discounted rates, as well as a whole host of other resources. We will use your personal data to communicate with you, to keep you informed about the Trust, using direct mail, or email. However, if you wish to limit your communications you can do so via the Trust's Membership Secretary (membership@airshipsonline.com)

4 Use of your personal data

Personal data usage will be advised of at the time of the collection and extend to what is covered within this Policy. When interacting with the Trust we will always require an email address for either confirmation of the required service or administrative purposes. Upon recording your email address, we will provide you with the opportunity to opt-in to other Trust news / benefits. If you choose not to opt-in we will then only communicate with you on the basis of servicing your request.

As a Trust member, your personal data will be used to send you information as part of your membership subscription, for example, regular publications, newsletters, updates on events and activities. As a member of the Trust we will use your personal data for administrative purposes which includes informing you of any changes to the Trust, voting notices and reminder purposes (if applicable) and membership renewal reminders.

Other examples where the Trust will process your personal data:

- Financial information: If a membership fee or any other transactional payment is paid by Direct Debit, the Trust collects bank account details to enable the transaction to be processed. For PayPal payments the Trust does not retain any credit card information as all payments are made directly through a third party provider (PayPal).
- Surveys: We may invite you to participate on various surveys online. Your responses will be anonymised, unless you have advised otherwise. The responses gathered through the survey will be assessed and reported on an aggregated basis. This will be published online and will be used to inform the Trust on its marketing, policy and service offerings.

5 Disclosure of information

As a professional and membership organisation, the Trust will in some cases, share your personal information with third party suppliers, such as agents, professional advisers, committee members / volunteers, contractors, in order to administer our services. Examples include (but not limited to): committee members assessing membership applications, communication with others to inform them of guests attending events, distribution of mailing of the Trust's publications.

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6 Promotions and marketing

At Trust hosted events we will sometimes use video, photograph or other medium, and we will advise you of this in advance of the event taking place. These images / videos or other medium will be used by the Trust to share content / output, in various marketing material which include brochures, websites, social media. It may not always be possible to receive consent for such usage and therefore we will in this instance, through attending the event, have your consent. If you will like to be specifically excluded, you should contact the relevant event organiser prior to the event.

Sharing / selling data to third parties: Your data is never sold or made available to a third party, without your permission. Security the Trust takes security and data privacy of all our stakeholders of utmost importance. We take the necessary steps (within our control) to ensure we protect your information, either done online or offline. The Trust's websites have links to external sites and these sites will have its' own Privacy Policy. Please make yourself aware of other Privacy Policy once you exit the Trust's website. We are always looking at ways to improve our data security at the Trust, however, if you have any questions relating to the website, you can contact the Trust's Webmaster (webmaster@airshipsonline.com).

7 Accuracy

The Trust aims to keep your personal data up-to-date and accurate. If you wish to amend, correct, update any personal data we hold, please do so through the Membership Secretary (membership@airshipsonline.com). If you wish to opt out of certain preferences or for further use of your personal data please contact us using the details above.

8 Opting out

We will always give you the option to opt out of any communications in the future. You can do this through Membership Secretary (membership@airshipsonline.com).

9 Your say

At any point while we are in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that the Trust refuses your request under rights of access, we will provide you with a reason as to why. You have the right to lodge a complaint to the Trust by using the contact details below. If you are still dissatisfied with the Trust's response you lodge a complaint with the Information Commissioner's Office.

In order for the Trust to service your requests under the "right of access", we request that that you complete a form and specify what the data you wish to access. You can email your request or write to: Membership Secretary (membership@airshipsonline.com).

10 Retention of data

The Trust will only retain your personal data for as long as it is necessary for the stated purpose, taking into account also our need to answer queries or resolve problems, provide improved and new services, and comply with legal requirements under applicable laws. This means that we may retain your personal data for a reasonable period after your last interaction with us. In each case, the length of time that we keep the information may be different, but we will only keep the information for as long as we need it.

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Enquiries: If you have a query or would like more information on the Privacy Policy, then please email Membership Secretary (membership@airshipsonline.com). We regularly review our Privacy Policy to ensure it reflects the way in which the Trust operates, therefore, encourage you to review and be aware of our Policy.

June 2020