

Microlight Flying eNews (eMF)

Personal Data Management Notice Issued 14 May 2018

Introduction

The purpose of this Notice is to inform readers of the format in which the personal information data used for the distribution of the BMAA eMF electronic newsletter is held by Pagefast Print & Publishing Ltd; why that data is held; what is held; who has access to the data; and the safeguards that are in place to secure that data.

Data

Pagefast holds personal information data in electronic format.

Why data is held

Pagefast is contracted by the BMAA to edit and distribute its electronic newsletter, eMF. The data held enables Pagefast to distribute eMF. The data held is not used for any other purpose.

What data is held

The table below details the personal information held in the Pagefast eMF distribution list.

Personal Data	Purpose
Name	For identification purposes.
Email address	To distribute eMF.

How long is data held for?

Pagefast will retain the data provided whilst it is responsible for the distribution of eMF on behalf of the BMAA.

A subscriber to eMF can ask for all, or some, of their personal information to be deleted at any time.

Access to information

The data held is not sold, given or otherwise distributed to any other user.

Day-to-day access to data by Pagefast staff members as required to carry out tasks as described above in the section [Why data is held](#).

Subscribers to eMF can request details of their personal information held by the Pagefast. Such data will be provided within 15 working days by postal service.

Data safeguards – data gathering

Pagefast only requests sufficient personal data to be able to identify an individual for the purposes outlined above in the section [Why data is held](#).

Only Pagefast staff receive data and are responsible for storage or destruction as appropriate.

Personal information data is gathered directly from each individual by way of a form submitted electronically through a secure connection (https).

Data storage and protection

Electronic storage. The Pagefast server is housed within the Pagefast offices. The offices are locked when not in use. The offices have a burglar alarm which is subject to routine maintenance.

The security of data held on the server is protected by anti-virus and malware software.

Data back-up

Data back-up is by electronic transfer to a second server held within the Pagefast offices. No data is taken off-site in any format.

Open door policy

Pagefast is very aware of the rights of subscribers with regard to personal data use. At any time subscribers are invited to query what is held, why and how it is used.