# Norfolk and Suffolk Aviation Museum

# Privacy Policy

### General statement

Data collected by the company for membership purposes will be maintained on a database held securely on the office computer. Back up copies will be held at the home of the chairman.

### Passing on data

Data collected will not be passed on to any third party except as listed below.

### Use of data

Members will receive a quarterly newsletter which will either be sent to their email address (if supplied), or posted to their home. This newsletter may contain advertising, but only for the company. Third party events or goods will not be advertised.

In the event of an emergency involving a member data supplied may be used to:

* Telephone next of kin
* Take the person back to their home address
* Give personal data to emergency services as requested by them