



Caucasus Flying Club

GDPR Privacy Policy

V1.0

13/01/2025

Policy Controller: Charlie Walton



1. Introduction

1.1 Caucasus Flying Club collects and stores some personal information from members. This includes: first name; last name; email address; discord ID; and ICAO VID. See [ICAO's Privacy Policy](#) for further information on this subject.

1.2 The purpose of storing this data is to maintain records of our membership, and for the purposes of communication.

1.3 Caucasus Flying Club provides all members the right to see, correct, or delete personal information we have stored within the framework of the law.

1.4 Caucasus Flying Club can disclose information without notice, if required by law or to support legal process, to legitimate national authorities at their request.

2. What Information is stored and how is it used?

2.1 When registering as a member of Caucasus Flying Club you provide us with the following details: first name; last name; email address; discord ID; and ICAO VID.

2.2 Your first name, discord ID & ICAO VID become part of your public profile within Caucasus Flying Club, and will display on our Discord server.

2.3 Your last name is not displayed publicly anywhere within the Caucasus Flying Club network, although members should be aware that last names are accessible to all members via the ICAO VID you provide. Last names are stored securely on our systems and may be shared with Caucasus Flying Club partners.

2.3.1 An exception applies for Caucasus Flying Club staff, who's full names may appear on the Caucasus Flying Club website (www.caucasusflyingclub.com).

2.4 Your email address is stored securely on our systems and never shared with external parties, with the exception of the clause detailed in section 1.4 of this policy.

2.4.1 Caucasus Flying Club staff will be provided with an official email address which will be shared publicly on the Caucasus Flying Club website (www.caucasusflyingclub.com)

2.5 Upon leaving Caucasus Flying Club, all personal information we hold will be destroyed within 3 months.

3. Sharing Information

3.1 Caucasus Flying Club will never sell your information to third parties.

3.2 We will not disclose personal data without your consent, unless we are required to do so by law.



4. Your Rights

4.1 Caucasus Flying Club shall provide, on request, a summary of all data we have collected about you as required by law. This will be free of charge and will be processed as soon as it is received. This request will be processed by email.

4.1.1 In order to ensure we are only releasing data to you and no one else, we will require a copy of a valid and in-date Government issued photo ID. This copy will only be used to process your request, and never shared. Upon completion of the request, the copy will be destroyed.

4.2 You are entitled to request any data we collect be corrected, deleted, or blocked from further use. The information we collect and retain is required for membership within our club, therefore upon removal of information, an individual's membership to the club will be terminated.

4.3 If you do not consent to this Privacy Policy, you cannot be a member of Caucasus Flying Club. If you are already a member and wish to withdraw consent, inform us immediately and we will take steps to remove you from our membership and remove associated data.

5. Staff Requirements in relation to GDPR

5.1 The Data Protection Officer in Caucasus Flying Club is a responsibility held by the Managing Director.

5.2 Caucasus Flying Club will only share information as necessary to its staff.

5.2.1 Communication will generally take place via Discord

5.2.2 Where necessary, due to staff or members not being able to communicate via Discord, an approved alternative platform including Google Meet or Microsoft Teams.

5.3 All external requests for personal data shall be processed by the Data Protection Officer.

5.4 Staff shall never share information externally without the expressed consent of the Data Protection Officer. This includes with partner organisations.

5.5 Staff holding joint positions within a partner organization shall not exchange personal information between the two organisations.

5.6 All breaches of GDPR regulation must be reported to the Data Protection Officer within one hour of the person becoming aware of the breach.

5.7 Malicious or deliberate breaches of GDPR regulation constitute gross misconduct and will result in a Staff member's employment being terminated.



6. External Organisations

6.1 Caucasus Flying Club utilises external services including IVAO, Discord, Google Meet, and Microsoft Teams.

6.2 Caucasus Flying Club accepts no liability for personal data processed by these external organisations. Members should read the respective Privacy Policies of these organisations, in addition to this document.

These Privacy Policies can be found here:

[IVAO](#)

[Discord](#)

[Google Meet](#)

[Microsoft Teams](#)

7. Changes to the Policy

7.1 We may change Privacy Policy, your rights will not be reduced without reason. All members will be informed of changes via Discord.

All queries related to GDPR should be directed to gdpr@caucasusflyingclub.com