

DATA PRIVACY POLICY

INTRODUCTION

1. This policy explains why we collect personal information about our members, how we use it and how we keep it secure, and members' rights in relation to it.
2. When we collect members' personal data, we will keep and use it as described below.
3. We reserve the right to amend this policy without prior notice, should it prove necessary. You are asked to check the Club notice board and website from time to time for any amendments.
4. We will always comply with the Data Protection Act 2018 when dealing with members' personal data. Further details on data protection can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the Data Protection Act, we will be the 'controller' of all the personal data we hold about members.

THE INFORMATION WE COLLECT AND THE REASON WE COLLECT IT

Type of information	Purposes	Legal basis for holding the data
The member's name, address, telephone numbers, e-mail address.	Managing the member's membership of the Club and keeping in touch with the member (including by newsletter).	To perform the Club's contact with the member and for the purposes of our legitimate interests in operating the Club.
The member's boat name and sail number.	Managing race entries and race results.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club.
Photos and videos of members and their boats	For the Club's website and social media pages.	For the purposes of our legitimate interests in promoting the Club. (The member may withdraw their consent at any time by contacting the Hon. Secretary to tell the Club that they no longer wish photos and videos of them or their boats to be published by the Club.)
Radio call signs and MMSI numbers	Collected for the Club's cruises in company or in the event of an emergency.	For the purposes of our legitimate interests in ensuring that boats on a cruise can maintain contact.
Disability	The provision of adequate facilities and services for disabled members of the Club. To be able to report aggregated information to the RYA.	For the purposes of meeting our legal obligations under the Equality Act 2010.

The member's name, phone number and e-mail address	Creating and managing the Club's Yearbook and online membership directory.	We will seek the member's consent on their membership application form and each membership renewal form. (The member may withdraw their consent at any time by contacting the Hon. Secretary to tell us that they no longer wish their details to appear in the Yearbook and membership directory.)
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HOW WE PROTECT YOUR PERSONAL DATA

1. 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. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
2. Please note, however, that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
3. For any payments which we take from you online we will use a recognised online secure payment system.
4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

WHO ELSE HAS ACCESS TO THE INFORMATION YOU PROVIDE TO US?

We will never sell your personal data. We will not share your personal data with any third parties without your express prior consent (which you are free to withhold), except where required to do so by law or as set out in the table above.

FOR HOW LONG DO WE KEEP YOUR INFORMATION?

1. We will hold your personal data on our system for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain it in an archived form in order to be able to comply with future legal obligations such as compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
2. We will securely destroy all financial information once we have used it and no longer need it.

YOUR RIGHTS

1. You have rights under the GDPR as follows:
 - a. you have the right to be told how we will use your data – this is set out in the table above;
 - b. you have the right to access the personal data we hold about you;
 - c. you have the right to be provided with information about how we process your personal data;
 - d. if you believe our records are inaccurate, you have the right to have your personal data updated;
 - e. in certain circumstances you have the right to have your personal data erased;
 - f. in certain circumstances you have the right to ask for the processing of your personal data to be restricted because there is a disagreement about its accuracy or use.
2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Https://ico.org.uk/concerns
0303 123 1113
<https://ico.org.uk/concerns/>