



Data Privacy Policy 2018

1. About this Policy

- a. This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- b. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website Saltcotesailingclub.co.uk or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- c. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- a. We are Saltcote Sailing Club. We can be contacted at Wharf Road Heybridge, CM9 4QY, saltcotesailingclub@hotmail.co.uk, mobile Tel. 07514 431399

3. What information we might collect and why

Type of Information	Purposes	Legal Basis
Member's name, address, telephone numbers, email address(es)	Managing the Member's membership of the Club	Performing the Club's contract with the member. For the purposes of our legitimate interests in operating the Club.
The names and ages of Member's dependants	Managing the Member's and their dependents membership of the Club	Performing the Club's contract with the member
Emergency contact details	Contacting next of kin in case of an emergency	Protecting the Member's vital interests and those of their dependents.
Date of birth	Managing any aspect of Membership which might be age related	Performing the Club's contract with the member
Gender	Provision of adequate facilities for members Reporting information to	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (such as changing rooms and toilets) for each gender.



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	the RYA	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils
The Member's name, boat name and sail number	<p>Managing any races organised by the Club.</p> <p>Sharing any race results with other clubs, class associations and the RYA and providing race results to local/national media.</p> <p>Allocating moorings and other space around the Club</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the Club.</p> <p>For the purposes of our legitimate interests in promoting the Club.</p> <p>For the purposes of our legitimate interests in operating the Club.</p>
Photos and videos of Members and their boats	Putting on the Club's website and social media pages and for use in press releases.	We will seek the Member's consent for this and the Member may withdraw their consent at any time by contacting us by email or letter.
The Member's name and email address(es)	Creating and managing a directory of Club Members that might be communicated within the Club.	For the purposes of our legitimate interests in operating the Club and enabling/promoting social contact between members.
The Member's name and email address(es) whilst a current member and for up to a year after ceasing to be a member of the Club	Passing to the RYA for the RYA to conduct surveys of Members and former members of the club (see also 5c below)	For the purposes of our legitimate interests in operating the Club and/or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
The name, address, email address(es), telephone numbers of each Club Officer	Information that might be published on the Club's website, in any Club communications or publications, in any Club marketing material and made available to the RYA, in each case as a point of contact with the Club.	For the purposes of our legitimate interests in operating and promoting the Club.
The name, address, email address(es), telephone numbers of each Club committee	Managing the Club.	For the purposes of our legitimate interests in operating the Club.



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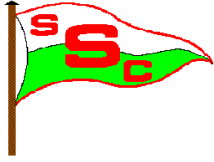
member		
Representatives of Suppliers to the Club	Entering into and managing any arrangements with suppliers.	Entering into and performing contracts with suppliers.

4. How we protect your personal data

- a. We will not transfer your personal data outside the UK without your consent.
- b. 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.
- c. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- d. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- a. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5b and 5c below.
- b. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to carry out moorings renovations or send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.
- c. We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that requires the third party to keep your information secure and not to use it for their own purposes.



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6. How long do we keep your information?

- a. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long 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 your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

7. Your rights

- a. You have rights under GDPR
 - i. to access your personal data
 - ii. to be provided with information about how your personal data is processed
 - iii. to have your personal data corrected
 - iv. to have your personal data erased in certain circumstances
 - v. to object to or restrict how your personal data is processed
 - vi. to have your personal data transferred to yourself or to another business in certain circumstances.
- b. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

Tel. 0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Commodore.