

Redditch Sailing Club
 Proctors Barn Lane
 Redditch
 Worcestershire B98 8PT
www.redditchsc.co.uk



Data Privacy Policy

1) About this Policy

- a) This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- b) 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.
- c) We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.redditchsc.co.uk] or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- d) 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) What information do we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es)	Managing the Member's membership of the Club. Managing the duty roster.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Member's dependants	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.
The Member's name, boat and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media. Allocating moorings and compound spaces.	For the purpose of our legitimate interests in holding races for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club

Photos and videos of members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent for future images at any time by contacting us by e-mail or letter.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purpose of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Course attendee's name, address, telephone numbers, e-mail address(es)	Managing instruction at the club.	For the purposes of our legitimate interests in operating the Club
Course attendee's next of kin and health issues	Contacting next of kin in the event of emergency	Protecting the person's vital interests and those of their dependants
Open meeting entrants' names, addresses, e-mail addresses	Managing racing at the club.	For the purposes of our legitimate interests in operating the Club
Names and details of participants in social events	Managing the social side of the club	For the purposes of our legitimate interests in operating the Club
Names and details of non members interested in the Club	Managing potential Membership	For the purposes of our legitimate interests in operating the Club

3) How we protect your personal data

- a) We have implemented a policy and data retention protocol designed to protect personal data from loss, misuse, or, unauthorised alteration or destruction.
- b) We will not transfer your personal data outside the European Economic Area without your consent.
- c) Please note, however, that where you are transmitting data 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.

4) Who else has access to the information you provide to 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 required to do so by law or as set out in the table above or paragraph 4.b 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 print newsletters and send you mailings). 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.

5) 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 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.

- b) We securely destroy all financial information once we have used it and no longer need it.

6) Your rights

- a) You have rights under the General Data Protection Regulations
 - 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/>

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 our Membership Secretary

v.1 February 2018