



HOLLOWELL SAILING CLUB DATA PRIVACY POLICY

1. About this Policy

1.1 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.

1.2 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.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website <https://www.hollowellsc.org.uk/downloads.html> or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 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?

2.1 We are Hollowell Sailing Club. We can be contacted at :

Hollowell Sailing Club

Club House,

Email : secretary@hollowellsc.org.uk

Hollowell,

Telephone : 01604 740328

Northampton

NN6 8RN

3. What information 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.	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 which is age related	Performing the Club's contract with the Member.
<p>Health related information obtained from participants undertaking training activities and performing instructing roles.</p> <p>For individuals booking courses at Hollowell Sailing Club Health related information will be sought from applicants in respect to relevant health conditions. This information will not normally be held for standard members unless a member wishes this to be held</p>	<p>To enable the Training Principal and lead instructor to consider risks and make reasonable adjustment for sailing activities. In addition this information can be used to contact emergency services in the event of an emergency.</p> <p><i>Health information is classed as a special category sensitive data within data protection regulations. Access to this information is only open to those with a legitimate purpose to do so.</i></p> <p><i>For Instructors who provide Health information this information is held separately and securely. It is also only open to those with a legitimate interest.</i></p>	Protecting the Member's vital interests and those of their dependants.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for all members.

	Reporting information to 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	Managing race entries and race results.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club.
	Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in promoting the Club.
	Allocating dinghy park spaces.	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.	We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by email or letter.
Bank account details of Members or another person making payment to the Club (Bank account details are not routinely collected as part of membership application process)	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction and training at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Suppliers address, email addresses, phone numbers.	Managing day to day operation of club operations.	For the purposes of our legitimate interests in operating the Club.
Closed Circuit Television (CCTV) on club premises	Club security and prevention of crime	For the purposes of our legitimate interests in operating the Club

4. How we protect your personal data

4.1 We will not transfer your personal data outside the European economic environment without your consent.

4.2 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.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 Payments which we receive from you as a member are undertaken via direct bank transfer and are therefore subject to member and club banking electronic systems.

4.5 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?

5.1 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 5.2.

For those completing the Powerboat 2 qualification details are required to be registered with the RYA in order to obtain a certificate.

5.2 Your personal data will be held by 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 (This includes WebCollect DutyMan and GoCardless as membership database, duty rota management systems and direct debit service .) Access to the information held within this system is restricted to officers and administrators of the club who have legitimate cause to do so for the purposes of club operations and their specific role.

6. How long do we keep your information?

6.1 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.

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

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain situations.

7.2 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

James Avery

Club Secretary & Data Protection Officer

secretary@hollowellsc.org.uk

Policy Approved: May 2018 ver1.1

Policy review date: May 2019

Policy author: James Avery

Club Secretary & Data Protection Officer