



HOLLOWELL SAILING CLUB – DATA PRIVACY POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information, 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 may update this policy from time to time to reflect changes in legislation or Club operations. Any updates will be posted on our website and Club noticeboard, but will not be applied 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.org.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 Reservoir, Hollowell, Northamptonshire, NN6 8RN. Email: membership@hollowellsc.org.uk

3. What information we collect and why

Type of information	Purpose	Legal basis of processing
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; Legitimate interest in operating the Club
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

Gender	Provision of adequate facilities for members and visitors	Legitimate interest in providing suitable facilities
Members' age and gender	Reporting information to the RYA	Legitimate interest of the RYA to maintain diversity data required by Sports Councils
Visitors' names, addresses and home clubs	Managing visitors to the Club	Legitimate interest in ensuring compliance with Club rules on visitor usage
Members', Competitors' and Visitors' names, boat names and sail numbers	Managing race and event entries, results, and moorings	Legitimate interest in holding and managing races/events and allocating moorings
Members' and Visitors' names, boat names and sail numbers	Sharing race results with other clubs, organisations, and the RYA; publication in media	Legitimate interest in promoting the Club
Members' contact and boat details	Publication of annual 'Members and Boats List'	Consent (opt-in and withdrawable at any time)
Photos and videos of members and their boats	Use on the Club's website, social media and in press releases	Legitimate interest in promoting the Club and the sport of sailing
Radio call signs and mobile phone numbers	Event coordination and safety	Legitimate interest in maintaining contact during events
Bank account details	Processing payments for membership, services and events	Performing the Club's contract with the Member
Member's name and email address	Communicating Club activities and events	Legitimate interest and performance of Club's contract with Member
Members' contact and boat details	Responding to Coastguard requests regarding found or abandoned boats	Public interest, legitimate interest, and vital interest
Employee details	Employment purposes	Legal obligation and legitimate interest in staffing
Contractor details	Managing contracted services	Legitimate interest in maintaining Club facilities and services

Instructor contact details and qualifications	Organising and advertising training	Legitimate interest in providing RYA and other courses
Training course participant details	Communicating and managing training	Legitimate interest in course delivery

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EEA without your consent.

4.2 We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 While we take all reasonable steps to protect your data, please note that data transmission over the internet can never be guaranteed to be completely secure.

4.4 For any payments we take online we use a recognised secure payment system.

5. Who else has access to your information?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent except where required to do so by law, or as set out above.

5.2 We may share data with service providers working on our behalf (e.g. for printing or IT). They are required to keep your data secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We retain personal data for as long as necessary to manage your membership and Club activities. After this period, data may be archived to meet legal or legitimate purposes such as rejoining records or tax obligations.

6.2 We review our records annually and securely delete or anonymise data no longer needed.

6.3 We securely destroy all financial information once used and no longer required.

7. Your rights

7.1 You have rights under the GDPR:

- To access your personal data
- To be informed about how your data is used
- To correct any inaccuracies

- To request deletion of your data
- To restrict or object to certain processing
- To request your data be transferred to you or another organisation

You can exercise your rights at any time by contacting us at dpo@hollowellsc.org.uk

DPO - Lucy Ferguson

7.2 If you are unhappy with how we handle your data, you have the right to complain to the Information Commissioner: Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF <https://ico.org.uk/concerns/> Helpline: 0303 123 1113

(Last updated : June 2025)