



COLDHAM HALL SAILING CLUB

DATA PRIVACY POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, visitors 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 Privacy Policy from time to time without prior notice. You are advised to check our website or our Club noticeboard regularly for any amendments.

1.4 We will always use our best endeavours to comply with the United Kingdom General Data Protection Regulations (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 Coldham Hall Sailing Club. We can be contacted at Coldham Hall Sailing Club, the Carnser Surlingham Norfolk NR14 7AN or contact the Club Secretary (details on website) .

3. What information we may 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 including communications with members , the application of club rules and byelaws and the duty rotas.	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 Family members children who are included within the membership	Managing the Member's and their children's ' 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.
Gender	Provision of adequate facilities for members. Reporting information to the RYA.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities . For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
The Member's and visitors name, boat class, name and sail number	Managing event and race participation results Sharing race results within the club and with other clubs, class associations, and the RYA, and providing race results to local and national media. Allocating moorings and dinghy park spaces.	For the purposes of our legitimate interests in holding events and races for the benefit of members of and visitors to 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 visitors and their boats	Display on the Club's noticeboards, website(s) and social media pages and using in press releases.	Consent. We will seek the Member's consent e.g. .on their Membership application form and each membership renewal form for using any image from which the member or visitor is identifiable. When legally permissible, the Visitor consent will be deemed to having been given unless the visitor has indicated in writing to the contrary The Member/visitor may withdraw their consent at any time by contacting us by e-mail or letter. However withdrawal of consent cannot operate retrospectively and will not oblige us to withdraw or recall any item already published
The Member's name and e-mail	Creating and managing the	Consent. We will seek the

address	Club's online and /or printed Membership Directory	Member's consent e.g. on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter.
Individual members Competencies	To identify those members who are able to adequately handle the club Safety Boat, are sufficiently competent to use the club sailing dinghies and those who have other skills eg first aid, which are relevant to the running of the club	For the purposes of our legitimate interests in running the club. Consent. We will seek consent to include individual members names on the record of the relevant competencies. The Member may withdraw such consent at any time by contacting us by e-mail or letter
Member's name and e- mail address	Passing to the RYA for the RYA to conduct surveys of members of the Club (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the Clubs (and other clubs) and / or the benefit of the RYA.	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
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing and facilitating instruction 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.
Visitor name telephone number and email address and boat name, class	Managing the running of and open racing, open days and other sailing or social events for which non club members are eligible	For the legitimate interests of the club in running the event and promoting the club. Communicating with participants before and after the event. To meet and requirements of any insurer

4. How we protect your personal data

4.1 We have implemented generally accepted standards of technology and operational security for an amateur club of our type and size in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please be aware that this can include data being held on paper and electronically and transferred between various devices and cloud storage of club officers and committee/ sub-committee members.

4.3 Please note however that where you or we are transmitting information over the internet this can never be guaranteed to be 100% secure. We will not knowingly transfer your personal data outside the European Economic Area (to which the GDPRs apply) without your consent

4.4

4.5 We will notify you promptly in the event that we become aware 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 the table above or paragraph 5.2 below.

5.2 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.

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.

6.3 Where one of our officers or committee/ sub committee members ceases to have a particular responsibility for which they have held data, they will be required to confirm that they have taken reasonable steps to destroy all copies of such data held by them

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 circumstances.

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/> Phone : 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 the Club Secretary – details on Website

CHSC

21 May 2018 (review Feb 2021)