

MAYLANDSEA BAY SAILING CLUB DATA PROTECTION & RETENTION 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 Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.maylandseabay-sc.org.uk 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 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 **Maylandsea Bay Sailing Club**. We can be contacted at **The Esplanade, Maylandsea, CM3 6AL, sec@maylandseabay-sc.org.uk** or on **01621 740470 (Sailing days only)**

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) and date of joining.	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.
	Keeping members informed as to club activities and events.	For the purposes of our legitimate interests in operating the club and for the proper performance of the Club's contract with the member.
Members' emergency contact details	Contacting next of kin in the event of emergency	Protecting the member's vital interests and those of their dependants.
Members' contact and boat details.	Allocating moorings and dinghy park spaces.	For the purposes of our legitimate interests in operating the Club.

Type of information	Purposes	Legal basis of processing
Members age and gender	Health & Safety: Identifying missing boats or sailors.	For our legitimate interests in assisting our members. For the protection of the vital interests of our members and their crews.
Visitors' names, addresses and home clubs.	Managing membership categories which are age related.	Performing the club's contract with the Member.
Members, competitors and visitors names, boat names and sail numbers.	Provision of adequate facilities for members and visitors.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
	Managing visitors to the Club.	For the purposes of our legitimate interest in ensuring the club rules on the number of times a visitor uses the Club are not breached.
	Managing race and event entries and race results.	For the purposes of our legitimate interests in holding races and other events for the benefit of members of the Club.
	Sharing race results with members, other clubs, organisations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in operating and promoting the Club.

Type of information	Purposes	Legal basis of processing
Photos and videos of members/non-members and their boats.	Posting articles on the club's website and social media pages and for use in press releases.	For the purposes of our legitimate interests in promoting the club, its events and its members, and promoting the sport of sailing in general.
Contractors' details in respect of contractors who have been or may be contracted to provide services to the Club.	Engagement of such contractors as may be required to maintain and enhance the facilities and services provided by the club.	For our legitimate interests in maintaining and enhancing the facilities and services provided by the club. For the proper performance of the contract with our members.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering RYA and other instruction and training courses and provide details of instructors to members.

4. How we protect your personal data.

- 4.1 We will not transfer your personal data outside our club and local clubs we may be sailing or socialising with 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. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.4 The only officers to have access to your information will be: Membership Secretary, Commodore, Sailing Secretary, Social Secretary, Secretary, Flag Officer Cadets, Treasurer and Maylandsea Bay Week Coordinator, all of whom have signed a confidentiality agreement. Other members of the club or committee will only be given details with your consent.

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 6.2 below.

6. How do we keep your information?

- 6.1 Our data can be stored on computers, tablets and phones of the officers listed in paragraph 4.5.
- 6.2 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, and for our legitimate interests in managing the Club (for example, rejoining members are not normally charged a new entry fee if they rejoin within five years and thus it is necessary to ascertain whether someone applying for membership has been a member in the past). 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 name and years of membership in an archived form in order to be able to comply with future legal obligations. Membership application/renewal forms will be destroyed when the next year's application is received or when a member gives notice of leaving the club or in the case of a failed application.
- 6.3 Event participant's information will be deleted 25 months after an event.

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:

Information Commissioner's Office,
Wycliffe House, Water lane, Wilmslow,
Cheshire SK9 SAF

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

Helpline 0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Controller, who is the Membership Secretary of the Club - contact details are Richard Broomfield, richbroom@gmail.com

