

Prestwick Sailing Club

Data Protection Policy January 2018

1. About this Policy

- 1.1. This policy explains when and why we (Prestwick Sailing Club) collect personal information about our members and instructors, how we use it and how we keep it secure and club members rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from club members.
- 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.prestwicksailingclub.co.uk or our Club notice board regularly for any amendments. 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 per paragraph 5.2 below.
- 1.3. 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, The Club Secretary will be the “controller” of all personal data we hold about club members and instructors.

2. What information we collect and why.

Type of information	Purpose
Member's name, address, telephone numbers, e-mail address	Managing the Member's membership of the Club. Managing the duty roster. The club will seek consent in the renewal/application form before sharing this information with club members or in the case of phone numbers printing in the club yearbook.
The names and ages of the Member's dependants.	Managing the Member's and their dependants' membership of the Club.
Emergency contact details.	Contacting next of kin in the event of emergency.
Date of birth / age related information.	Managing membership categories which are age related.
Gender.	Provision of adequate facilities for members. For the purposes of Reporting gender data to the RYA and sports councils.
The Member's name, boat name and sail number	Managing race entries and race results. Supplying race results to local and national media. The management and allocation of berths within the club compound.
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 ask members to opt out on the application /membership form. Members may withdraw their consent at any time by contacting us by e-mail or letter. Using an opt out rather than opt in will help the club to follow members wishes.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instructors and parents or guardians at the club. So that we can contact those offering instruction and provide details of instructors to members.

3.How we protect your personal data

The Data Controller will process membership and training information electronically and hold all information on a database on a secure computer. A backup of this information will be held on a “cloud”. Membership and training forms will be held in a secure cabinet. The Training officer and Chief instructor will also process and hold information pertaining to trainees and make this information available to instructors only as required. A copy of the database or information from the database may be held securely by another member of the General Committee with the General Committees approval.

- 3.1. Please note however that transmission of information over the internet this can never be guaranteed to be 100% secure.
- 3.2. For any on line payments which we take from members or trainees we will use a recognised online secure payment system.
- 3.3. We will notify members promptly in the event of any breach of your personal data.
- 3.4. We will never sell or pass on your personal data.

4. How long do we keep membership and training information?

- 4.1. We will hold members/ trainees’ personal data on our systems for as long as they are a member of the Club and for 3 years after they have left the club unless required to do so for any legal reasons We will review personal data every year to establish whether we are still entitled to process it or not

5. Members rights

- 5.1. You have rights under the GDPR:
 - 5.1.1. to access your personal data
 - 5.1.2. to be provided with information about how your personal data is processed
 - 5.1.3. to have your personal data corrected
 - 5.1.4. to have your personal data erased in certain circumstances
 - 5.1.5. to object to or restrict how your personal data is processed
- 5.2. 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 the Secretary. secretary@prestwicksailingclub.co.uk