

GDPR & Data Protection Policy

On the 25th May 2018, a significant change in Data Protection regulations occurred across Europe (prior to Brexit, whilst we were still a part of the EU)

The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. It also addresses the export of personal data outside the EU and EEA areas.

All organisations, including Sutton in Ashfield Sailing Club, have had to review their existing records and record keeping structure, and inform you of what we hold, and how we use and safely store your personal data.

Our Data Protection Policy, the content and wording of which was previously approved by the active committee of officers of the association, and tabled & adopted at the 2018 AGM and is available to view below.

SUTTON IN ASHFIELD SAILING CLUB DATA PRIVACY POLICY (May 2018 – Updated October 2018)

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 Privacy Policy from time to time without prior notice. You are advised to check our website [www.suttoninashfieldsailingclub.co.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 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 Sutton in Ashfield Sailing Club. We can be contacted at Kings Mill Reservoir Access Rd, Sutton-in-Ashfield NG17 4PA or by email secretary@suttoninashfieldsailingclub.co.uk or by telephone on 01623 368318

3. What information we collect and why.

Type of Information	Purposes	Legal basis of processing
The Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club	For the purposes of our legitimate interests in running the Club.
The Member's name, boat name, class and sail number	Managing race entries and race results. This information may be shared with local and national media and posted on our website, Facebook page and published in our Snipe Newsletter.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club and visiting sailors. For the purposes of the legitimate interests in promoting the Club.
The Member's email address(es)	Sending regular communications to Members about Club information (Membership renewals, notices of meetings, events etc)	Consent: 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 e-mail or letter, or changing their email subscription details (details on each email)
The Member's name, boat name, class and sail number		Consent: We will seek the Member's consent 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 to tell us that they no longer wish their details to appear on the boat register.

4. How we protect your personal data

4.1. We will not transfer your personal data outside the EU 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. 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.

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 will hold your personal data on our systems for as long as you are a member of the Club and for one further calendar year to help with membership renewal.

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/>

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 Secretary :-
(secretary@suttoninashfieldsailingclub.co.uk) or telephone on 01623 368318