



# Data Privacy & Protection Policy

(Issued March 2021)

## 1. About this Policy:

- 1.1 This policy explains when and why we collect personal information about our members, 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 and Protection 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.bexhillsailing.club](http://www.bexhillsailing.club) or our Club notice board regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will review this policy on an annual basis or in the event of any legislation change or data breach.
- 1.5 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 Commissioners ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, the Club will be the “controller” of all personal data we hold about you.

## 2. Who are we?

- 2.1 We are Bexhill Sailing Club. We can be contacted at De La Warr Parade, Bexhill-on-Sea, East Sussex, TN40 1LA or 01424 212906 (answerphone only). Enquiries to [membership@bexhillsailing.club](mailto:membership@bexhillsailing.club).

### 3. What information we collect and why:

TYPE OF INFORMATION	PURPOSES	LEGAL BASIS OF PROCESSING
Member's name, address telephone numbers, e-mail address(s)	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
Banking details	Making payments and refunds, and issuing prize draw winnings	Performing the Club's contract with the Member  For the purposes of our legitimate interests in operating the Club
The names and ages of Member's dependants	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member
Emergency contact details and any declared medical conditions	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	For the purposes of our legitimate interests to ensure we provide sufficient and suitable facilities for each gender
The Member's name, e-mail address and telephone number	Managing the Dutyman system for allocation and swapping of duties	For the purposes of our legitimate interests of organising and holding races for the benefit of members of the Club
The Member's name, boat name and sail number	Managing race entries and race results	For the purposes of our legitimate interests of holding races for the benefit of members of the Club

	<p>Sharing race results with other clubs, class associations, and the RYA, and providing results to local and national media</p> <p>Allocating boat parking spaces</p>	<p>For the purposes of our legitimate interests in promoting the Club</p> <p>For the purposes of our legitimate interests in operating the Club</p>
The Member's name and e-mail address	Creating and managing the Club's email distribution	For the purposes of our legitimate interests in operating the Club
Training Course member details	Passing to the RYA for training course registration and certificates	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
Name of Club Officers and Club e-mail address	Information published on the Club's website, in Club's newsletter and other publications, in the Club's marketing materials, in each case as a point of contact at the Club	For the purposes of our legitimate interests in operating and promoting the Club
Photographs and videos of members and their boats subject to our safeguarding policy	Information published on the Club's website, in the Club's newsletter and other publications, in the Club's marketing materials, the Club's social media and local media or 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.

#### **4. How we protect your personal data:**

- 4.1 We will not use your personal data outside the Committees of the Club unless it is in the interests of the Club or Member to do so. Committee Members will only have access to data as required by their role in order to fulfil their obligations to the membership and the Club whilst occupying the role.
- 4.2 We will not transfer your personal data outside the UK or EU without your consent.
- 4.3 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.
- 4.4 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.5 For any payments we take from you online we will use a recognised online secure payment system.
- 4.6 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 we are required to do so by law or as set out in the table above.

#### **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 it is the Club's legitimate interest to do so or for as long 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 to 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.

## **7. Your rights:**

7.1 You have rights under 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 Data Protection Manager at [membership@bexhillsailing.club](mailto:membership@bexhillsailing.club).

<b>REVIEWS</b>	
<b>DATE</b>	<b>SIGNED</b>