



East Cowes Sailing Club

Data Protection Policy April 2018

1. About this Policy

- 1.1. This policy explains when and why we (East Cowes Sailing Club) collect personal information about our members, how we use it, how we keep it secure and club members' rights in relation to their data.
- 1.2. We may collect, use and store your personal data, as described in this Data Protection Policy.
- 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 (eastcowessc.co.uk) or our club notice-board regularly for any amendments.
- 1.4. 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.
- 1.5. We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data.
- 1.6. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).
- 1.7. For the purposes of the GDPR, the club Membership Administrator (admin@eastcowessc.co.uk) will manage the storage of the personal data we hold about club members.

2. What information we collect and why

Type of information	Purpose	Information
Contact details: Name Postal address Telephone numbers: home, mobile E-mail address.	<ul style="list-style-type: none">• Managing membership, storage, moorings, racing and club duties.• Enabling the club distribution of news, notices, circulars and club related information.	<ul style="list-style-type: none">• Members can opt out of e-mail communication at any time for all, or any type, of club communications.• Members are advised that essential communication (for example, invoices for membership and storage) may attract an additional fee for printing and postage where they do not supply an email address or elect not to receive e-mail from the club).• The club will seek consent in renewal/application forms before storing this information.• Membership of the club is not possible without the storage of contact details.
Family memberships: 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 an emergency.	Informing the Emergency Services.
Date-of-birth	Managing age related membership categories.	

Gender	Provision of adequate facilities for members.	
The member's boat name, type and dimensions.	The management and allocation of berths within the club.	
The member's sail-boat name, dimensions, type and sail number.	Allocating handicaps, managing race entries and race results. Publishing race results to other members and the media.	Informing the Emergency Services.
Photos and videos of members and their boats.	Posting on the Club's website and social media pages and using in press releases or newsletters.	<ul style="list-style-type: none"> • 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.

3. How we protect your personal data

- 3.1. The Membership Administrator will process membership information electronically and hold all information on a database on a secure computer. A backup of this information will be held on in the "cloud".
- 3.2. Membership and racing forms will be held securely in the homes of officers of the club.
- 3.3. Please note however that transmission of information over the internet this can never be guaranteed to be 100% secure.
- 3.4. Any online payments which we accept from members we will use a recognised online secure payment system.
- 3.5. We will notify members promptly in the event of any breach of your personal data.
- 3.6. We will never sell or pass on your personal data.

4. How long do we keep membership information?

- 4.1. We will hold member's personal data on our systems for as long as they are a member of the club.
- 4.2. 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 Honorary Secretary (secretary@eastcowessc.co.uk).