



Downs Sailing Club Data Privacy Policy

At Downs Sailing Club we are committed to facilitating and promoting the sport of sailing and racing. In order to do this, we collect and use personal data in line with the General Data Protection Regulations (GDPR) effective 25th May 2018. An important change under these new regulations is provision of a clear Data Privacy Policy (this document) to explain how we collect and use personal information.

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use this information, how we keep this information 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.
- 1.3 We reserve the right to amend this data protection policy from time to time without prior notice. You are advised to check the website (www.downssailing.co.uk) or the club noticeboard for any amendments.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on GDPR can be found at the website www.ico.gov.uk. For the purposes of GDPR, Downs Sailing Club will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Downs Sailing Club (‘DSC’, ‘the club’) and can be contacted at:

The Clubhouse
The Strand
Deal
Kent
CT14 7DY
Email: Secretary@downssailingclub.co.uk

3. Why do we collect and use members’ information?

By ‘Member’ we include all categories of DSC membership as defined in the club rules. We collect and use information to:

- Administer membership, training and boat records and collect fees due.
- Contact members to keep them informed of events and activities at the club, including committee meetings, AGM or other formal commitments.
- Administer the duty rota and notify members of their duties
- Publish race results

- Publish the year handbook that includes details of officers, committee members and club coaches.
- Gathering data regarding member's skills, training needs and training attendance

4. What information do we collect or receive?

Type of Information	Purpose
Member's name, address, telephone numbers, email address, boat information, partners and dependants, ages/DoB	Managing the membership of the club of the member and the member's dependants within the various membership categories. Managing the duty Rota Sharing news, information and events with club members
Emergency contact details	Contacting next of Kin in event of emergency
Gender	To ensure provision of adequate facilities. Help with reporting diversity information to the RYA
Member's name, boat and sail number	Managing race entries and results and prizes. Sharing results with RYA, local media
Photos	Use on club website, social media pages and local press releases
Instructor's name, address, email, phone numbers and relevant qualifications, skills and experiences	Managing instruction at the club
CCTV: The club operates a local CCTV motion operated system	clubhouse and dinghy compound security

In addition, for the purposes of hosting Open events and entrants by non-club members, relevant information from all attendees will be collected to safely run and report results of each event.

5. Where is the information kept?

Information is stored either electronically on computer hard drive of appointed officers, or club computer hard drive and/or 'Cloud'. Paper information is stored at home of club officers and/or files stored at DSC. All information is stored under the supervision of the appointed club officers.

- Membership details: Membership secretary
- Training records, training information: Training Secretary
- Club rota, Race details and results: Sailing Secretary
 - Note: DutyMan is fully GDPR compliant
- CCTV records
 - Kept for 30 days maximum
 - Saved on local hard drive, accessible only by appointed officers of the club

6. How we protect your data

6.1 Generally accepted standards of password protected technology and operational security are used in order to protect electronic personal data from lose or misuse.

Please note that information transfer over the internet can never be guaranteed to be 100% secure

6.2 DSC will notify you promptly in the event of any breach of your personal data which might expose you to risk

6.3 We will minimise data collection to only collect personal information that is required to help the safe and effective operation of the club.

7. Who do we share information with?

7.1 DSC will never sell your personal data or share with any 3rd parties without your prior consent with the exception of the below (paragraph 7.2).

7.2 We may pass your personal data to carefully selected 3rd parties for the purposes of completing tasks on your behalf (e.g. print newsletters / mailings / member surveys conducted by RYA). In these occasions, only the personal data required to complete that task will be shared.

7.3 We share information within the club for operational or need to know basis with appropriate members as follows:

- To receive the information needed to run the rota system
- Appropriate medical information may be seen by a Race officer or course instructor responsible for safety of the event.
- Attendance and demographic data shared with the RYA for statistical purposes
- To communicate with members e.g. newsletters, Handbook and Programme of Events

Please note, Stored CCTV images may be shared for investigating security issues, potentially including local police officers according to the nature of investigation.

8. How long do we keep your information?

8.1 We will hold your personal information on our systems for as long as you are a member of the club. We will review personal data stored and collected each year to ensure we are still entitled to hold it.

8.2 Membership details will be held for the year of your membership and updated each year on renewal as appropriate. When your membership lapses, we will within a reasonable time of the lapse, delete your electronic personal details / shred paper membership details e.g. reasonable time allows sufficient time to confirm completion of any unpaid fees, boat storage.

We may also contact members leaving the club to invite them to participate in a short leaver's survey. The intent of this is to understand if the club needs to operate in a different or better way. There is no obligation to respond, and there will be a separate short statement regarding consent.

8.3 Entry information collated from Open events will be kept for up to 2 weeks for the purposes of any required contacts post event e.g. results / lost property etc. Sailing secretary will be responsible for ensuring all personal information from open events is then destroyed.

9. Your rights

9.1 You have rights under GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself

For more details, please address any questions, comments and requests regarding our data processing practices to The Secretary Secretary@downssailingclub.co.uk