

DATA PRIVACY POLICY

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 Policy and as described when we collect the 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.norwichfrostbitesailing.club) or our noticeboard regularly for any amendments but amendments will not be made retrospectively.
- 1.4 We will always comply with the general Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found on 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 Norwich Frostbite Sailing Club. To contact us use the contact points on the website.

3. What information we collect and why

| Type of information | Purpose | Legal basis of processing |
|---|--|--|
| Member's name, address, telephone number(s), e-mail address(es) | Managing membership of the Club. Managing the duty rota. Communicating with the Member regarding events. | Performing the Club's contract with the Member. For our legitimate interests in operating the Club. |
| The names and ages of the Member's dependents. | Managing membership of the Club. | Performing the Club's contract with the Member. |
| Emergency contact details. | Contacting next of kin in case of emergency. | Protecting member's interests and those of their dependents. |
| 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 in making sure that we can provide sufficient and suitable facilities including changing rooms and toilets for each member. |

| Type of information | Purpose | Legal basis of processing |
|---|---|---|
| | Reporting information to the RYA | For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils. |
| The Member's name, boat name and sail number. | Managing race entries and results. | For the purposes of our legitimate interests in holding races for the benefit of Members of the Club. |
| | Sharing race results with other clubs, class associations and the RYA and providing race results to local and national media. | For the purposes of our legitimate interests in promoting the Club. |
| | Allocating berthing, moorings and compound spaces. | For the purposes of our legitimate interests in operating the Club. |
| Photos and videos of members and their boats. | Putting on the Club's website and social media pages and using in press releases. | Consent. We will seek the Member's consent on their membership form and on each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter. |

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 as 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 or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purpose of completing tasks and providing services to you on our behalf, for example to print newsletters and send you mailings. However we disclose only the personal data that is necessary for the third party to deliver the service and we will have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

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, for example in 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 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 at:

<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 Policy Officer David Yapp, 96 Christchurch Road, Norwich NR2 3NG or via norwichfrostbitesc@gmail.com