

DATA PRIVACY POLICY**About this Policy**

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.

We may collect, use and store your personal data, as described in this Data Privacy Policy.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website wwsc.org.uk/dataprivacypolicy or our Club noticeboard regularly for any amendments (but amendments will not apply retrospectively).

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 at the website for the Information Commissioner (<https://ico.org.uk/>). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Who are we?

We are Weir Wood Sailing Club. We can be contacted at via the Club Secretary at secretary@wwsc.org.uk.

What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Managing the duty roster. Communicating with members.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the 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	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.
The Member's name, boat name and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media. Recording moorings and compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club and tracking the population of boats in the boat park.

Type of information	Purposes	Legal basis of processing
Photos and videos of members and their boats	Putting on the Club's website and social media pages and using in press releases and club publications.	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.
Health, medication and disability information	Ensuring member's needs are met during training activities	Consent. We will seek the Member's consent on the event application form.
Dietary and any other special needs information	Ensuring members' needs are met during social activities	Consent. We will seek the Member's consent on the event application form.
Instructor's name, address, email addresses, phone numbers and Relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Images captured on the club house CCTV system	To help safeguard and secure the wellbeing and property of the club and its members	Performing the Club's contract with the Member.
Record of members training	Support the planning and progression of members.	Performing the Club's contract with the Member.
Details of members involved in accidents	All accident on site involving personal injury	Legal requirement by the HSE.

How we protect your personal data

We will not knowingly transfer your personal data outside the EEA without your consent.

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction. Any third-party organisations that we use to store data, such as WebCollect and GoCardless have their own data protection policies and are compliant with the GDPR.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

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 the paragraph below.

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

How long do we keep your information?

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 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.

We securely destroy all financial information once we have used it and no longer need it.

Your rights

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.

To exercise your rights a member you may make a Subject Access Request (SAR). This must be put in writing (email is acceptable) to the club secretary and you will subsequently be requested to provide information to verify your identity e.g. copy passport, driving licence, utility bill. The club also reserves the right to charge a Subject Access Fee (maximum £10).

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 Club Secretary secretary@wwsc.org.uk.