



Personal Information

Privacy Policy

1. About this Policy

- 1.1 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.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website at www.thornton-steward-sailingclub.co.uk or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively)
- 1.4 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 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 Thornton Steward Sailing Club. We can be contacted via our website as above.

3. What Information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Member’s name, address, phone no, e-mail address.	Managing the Member’s membership of the club.	Performing the Club’s contract with the Member.
As above, plus dates of availability for duties.	Managing the duty roster.	For the purposes of our legitimate interests in operating the Club.
The names and age groups of the Member’s dependents.	Managing the Member’s and their dependents’ membership of the Club	Performing the Club’s contract with the Member.
The Member’s name, town of residence, phone no. and email address	Creating and managing the Club’s Membership Directory. To allow Club Members to contact each other.	Consent. We will seek the Member’s consent on their application form and each membership renewal form and the member may withdraw their consent at any time by contacting us by email or letter.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Member’s vital interests and those of their dependents.

Age related information.	Managing membership categories which are age related. Provision of suitable equipment for members.	Performing the Club's contract with the Member.
Gender	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 class and sail number.	Managing race entries and race results. Allocating compound berths.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club. 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 application form and each membership renewal form and the member may withdraw their consent at any time by contacting us by email or letter.
Member's signature in diary log. Visitors' names and signature of member signing them in.	Managing and monitoring the use of Club facilities.	For the purposes of our legitimate interests in operating the Club, and ensuring that we operate within the terms of our lease with Yorkshire Water.
Date, member's name, class and number of Club boat used, donation given, comment as to condition of boat.	Managing and monitoring the use of Club facilities.	For the purposes of our legitimate interests in operating the Club.
Bank account details of the Member or other person making payment to or receiving payment from the Club.	Managing the Member's and their dependents' membership of the Club, the provision of services and events.	Performing the Club's contract with the member.
Member's name and e-mail address.	Passing to the RYA for the RYA to conduct surveys of members of the Club (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the Club (and other Clubs) and/or the benefit of the RYA.	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.
Instructor's name, address, e-mail address, 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.

Trainee's name, address, phone no, e-mail address, previous experience/qualifications. If under 18, name & signature of parent/guardian. Emergency contact name & number. Relevant medical information.	Managing instruction at the Club. For the health and safety of the trainee.	Consent. We will seek the trainee's consent on their application form, & that of parent/guardian if under 18. For the vital interests of the data subject.
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4. **How we protect your Personal Data.**

- 4.1 We will not transfer your personal data outside the EEA 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 unauthorized alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from/make to you online we will use a recognized online secure payment system.

5. **Who else has access to the information you provide to us?**

- 5.1 We will never sell your personal data. We will not share your 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.

6. **How long do we keep your information?**

- 6.1 We will hold your personal data in 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 it in an archived form in order to be able to comply with future legal obligations eg. 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.
- 6.3 Training application forms will be destroyed at the end of each course. Junior Club applications will be destroyed at the end of each season.

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:

<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 Committee via our website.

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