



**Website privacy policy**

This website is operated by THORNTON STEWARD SAILING CLUB LTD. The privacy of our users is extremely important to us and therefore we encourage all users to read this policy very carefully because it contains important information regarding:

- Who we are;
- How and why we collect, store, use and share personal information;
- Your rights in relation to your personal information; and
- How to contact us and supervisory authorities in the event that you have a complaint.

**Who we are**

THORNTON STEWARD SAILING CLUB LTD ('we' or 'us') (Also trading as TSSC) collect, use and are responsible for storing certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation which apply across the European Union (including the United Kingdom) and we are responsible as a controller of that personal information for the purposes of those laws

**The personal information we collect and use**

a) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data
- shall receive any data protection notices on their behalf; and
- shall consent on their behalf to the transfer of their personal data abroad.

b) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes:

- To record membership details
- Consent to use images taken on site
- To carry out safety boat duties as required by club rules
- To agree to the clubs terms of membership

c) Cookies and similar technologies

A cookie is a small text file which is placed onto your computer or electronic device when you access our website. Similar technologies include web beacons, action tags, local shared objects ('flash cookies') and single-pixel GIFs. Such technologies can be used to track users' actions and activities, and to store information about them. We use these cookies and/or similar technologies on this website.

In addition it should be noted that in some cases our cookies or similar technologies may be owned and controlled by third parties who will also collect personal information about you.

The following examples illustrate how we may use cookies to monitor and/or collect the following information:

- Name and e mail addresses are used to check against membership records

This information helps us to build a profile of our users. Some of this information may be aggregated or statistical, which means that we will not be able to identify you individually.

On the first occasion that you use our site we will ask whether you consent to our use of cookies. If you do not, cookies will not be used. Thereafter you can opt-out of using cookies at any time or you can set your browser not to accept cookies and the websites below tell you how to remove cookies from your browser, however some of our website functions may not function as a result..

For further information on cookies generally visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).



### **How we use your personal information**

We collect information about our users for the following purposes:

### **Who your information may be shared with**

We may share your information with law enforcement agencies in connection with any investigation to help prevent unlawful activity.

We will not share your personal information with any other 3rd parties.

### **Required personal information**

No personal information has to be provided by you to us at any time.

### **How long your personal information will be kept**

We will hold your personal information for the following periods:

- Membership records are kept for a period of 6 months after the expiry date of membership in the event a member does not renew their membership.

These records may be used in statistical analysis, aggregated but not personally identified. These periods are no longer than necessary in each case.

### **Reasons we can collect and use your personal information**

We rely on the following as the lawful basis on which we collect and use your personal information:

- (1) consent;
- (2) legitimate interests;
  - (a). The legitimate interests relied upon are as follows. We are required to keep membership records, attendance records in the event of a medical emergency and for safety/risk assessment uses:

### **Keeping your information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. Indeed, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have a particular concern about your information, please contact us using the details below

### **Transfers of your information out of the EEA**

We will not transfer your personal information outside of the EEA at any time.

### **Children and the validity of consent**

Where we obtain consent from any user we will take reasonable steps to ascertain whether the user is over 13 years of age and whether the child is sufficiently informed to give valid consent. If the user is not, parental consent will be required to provide consent for the processing of any personal information.

### **What rights do you have?**

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your use personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold



- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at anytime to processing of personal information concerning you for direct marketing
- object at anytime to processing of personal information concerning you for direct marketing object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information otherwise restrict our processing of your personal information in certain circumstances claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's rights under the General Data Protection Regulations (<http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-GDPR/individual-rights/>)

If you would like to exercise any of these rights please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of your identity (a copy of your driving license, passport or a recent credit card/utility bill)
- let us know the information to which your request relates

From time to time we may also have other methods to unsubscribe (opt-out) from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

### **Changes to the privacy policy**

This privacy policy was updated and published on 1<sup>st</sup> January 2021

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website. We will also attempt to notify users of any changes by:

A notice of update will be e mailed to all members and posted to the downloads area of this website

### **Contacting us:**

If you have any questions about this policy or the information we hold about you, please contact us by

By e-mail - [membership@thornton-steward-sailingclub.co.uk](mailto:membership@thornton-steward-sailingclub.co.uk)

By Post -

C/o The Membership secretary  
7 Lumley Lane  
Kirkby Fleetham, Northallerton  
North Yorkshire DL7 0SJ

Or by Tel-

01609 748989 / 07773386208

Calls will be answered at the following times:

Mon - Fri 09:00 - 17:00