



RSC Privacy Policy

January 2018 v1.0

Updated April 2021 v1.1





PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, visitors 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 Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Policy from time to time without prior notice. You are advised to check our website at <http://www.rscsailing.org> 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 Rickmansworth Sailing Club.
- 2.2 For data protection issues, we can be contacted by writing to the Assistant Hon Secretary whose name is in the Club Handbook or email dataprotection@rscsailing.org

3. The information we collect and why.



Type of information	Purposes	Legal basis of processing
<p>Member's</p> <ul style="list-style-type: none">• Name• Address• Telephone Number• e-mail address	<ul style="list-style-type: none">• Managing the Member's membership of the Club• Managing the duty roster	<p>Performing the Club's contract with the Member</p> <p>For the purposes of our legitimate interests in operating the Club</p>






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, medical issues and medication	Contacting next of kin in the event of emergency and passing to emergency services	Submitted by member 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
Gender	<ul style="list-style-type: none">• Provision of adequate facilities for members.• Reporting information to the RYA.	For the purposes of the legitimate interests and management of the Club in certain areas, changing rooms for example For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Council




<p>The Member's</p> <ul style="list-style-type: none"> Name Boat name Sail number 	<ul style="list-style-type: none"> 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 Allocating moorings and compound spaces 	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the Club</p> <p>For the purposes of our legitimate interests in promoting the Club.</p> <p>For the purposes of our legitimate interests in operating the Club</p>
<p>Photos and videos of</p> <ul style="list-style-type: none"> Members Their family members Their boats Their guests 	<ul style="list-style-type: none"> Putting on the Club's website Newsletters Social media pages Using in press releases. <p>Please Note: <i>That only in special circumstances would we tag an image with the name of the person concerned; in the main they would just be an anonymous face unless known to the person viewing the image.</i></p>	<p>Consent required. 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</p>
<p>The Member's:</p> <ul style="list-style-type: none"> Name e-mail address Telephone numbers 	<p>Creating and managing the Club's <u>printed</u> Membership Directory</p>	<p>Consent required. We will seek the Member's consent on their application for membership and at each membership renewal. The Member may give or withdraw their consent at any time by using the tool on our website or contacting us by e-mail or letter. Once printed, the handbook will not be re-printed whilst it is current</p>
<p>The Member's:</p> <ul style="list-style-type: none"> Name e-mail address Telephone numbers 	<p>Creating and managing the Club's <u>online</u> Membership Directory</p>	<p>Consent required. We will seek the Member's consent on their application for membership and at each membership renewal. The Member may give or withdraw their consent at any time by using the tool on our website or contacting us by e-mail or letter</p>



<p>The Member's</p> <ul style="list-style-type: none">• Name• e-mail address	<p>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 Clubs (and other clubs) and / or the benefit of the RYA</p>	<p>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</p>
<p>Bank account details of the member or other person making payment to the Club</p>	<p>We do not retain any personal bank details other than those supplied on official bank statements</p>	
<p> <u>Trainees</u></p> <ul style="list-style-type: none">• Name and age• Address• e-mail address• Phone Numbers• Relevant qualifications and/or experience.	<p>Managing trainees at the Club and keeping records as required by the RYA</p>	<p>For the purposes of our legitimate interests in ensuring that we can contact those being offered instruction and provide details of trainees</p>
<p> <u>Instructors</u></p> <ul style="list-style-type: none">• Name• Address• e-mail address• Phone Numbers• Relevant qualifications and/or experience.	<p>Managing instructors at the Club and keeping records as required by the RYA</p>	<p>For the purposes of our legitimate interests in ensuring that we can satisfy ourselves and demonstrate that instructors are properly qualified and can contact those offering instruction and provide details of instructors to members.</p>
<p> Trainees' medical details, next of kin and emergency contacts. And other forms as required by the RYA</p>	<p>Managing trainees at the Club and keeping records as required by the RYA</p>	<p>For the purposes of our legitimate interests in ensuring that we can comply with the contract we have with students to the training programme</p>



	<p>The purposes of the Club installing and using CCTV systems include to:</p> <ul style="list-style-type: none">▶ assist in the prevention or detection of crime or equivalent malpractice▶ assist in the identification and prosecution of offenders▶ monitor the security of the Club's premises	<p>Please refer to the separate CCTV Policy on the website</p>
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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 unauthorised 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 you online we will use a recognised online secure payment system.

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 purposes of completing tasks and providing services to you on our behalf (e.g. 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 would 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. 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 in order to



RICKMANSWORTH SAILING CLUB

Troy Lake West Hyde Rickmansworth Hertfordshire WD3 9YB

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.

6.2 We securely destroy by shredding 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:

<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 Protection Manager:

Martin Smethers

10 Hazel Close, Alderholt, Dorset SP6 3DQ

or email

dataprotection@rscsailing.org

☎ 07860 352279



Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0303 123 1113 F. 01625 524510
www.ico.org.uk

Certificate

Organisation Name:

Rickmansworth Sailing Club