

DATA PRIVACY POLICY - CHESIL SAILABILITY

V	Date	Author	Reason
1	27/02/2018	RL	First draft
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DATA PRIVACY POLICY - CHESIL SAILABILITY

(this document refers to Chesil Sailability as the “Group”)

1. About this Policy

- 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.
- We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 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.chesilsailability.org.uk regularly for any amendments (but amendments will not be made retrospectively).
- 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.

1. Who are we?

We are Chesil Sailability; contact details can be found at www.chesilsailability.org.uk

3. What information we collect and why.

Type of information	Purpose(s)	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Group. Managing the duty rotas and sailing sessions.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Group.
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 activities that are age related.	Performing the Group'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 for each gender.
	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
Photos and videos of members	Putting on the Group's website and social media pages and using in press releases.	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; contact details available at www.chesilsailability.org.uk
Member's name and relevant qualifications and experience	Managing sessions, rotas, and other volunteer duties at the Group.	For the purposes of our legitimate interests in making sure that we can contact those offering time and expertise, and provide details of relevant skills to the membership.
Medical information		Protecting the Member's vital interests.
	Managing membership of the Group and the sailing sessions.	Explicit 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; contact details available at www.chesilsailability.org.uk

4. How we protect your personal data

- 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.
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- We will notify you promptly in the event of any actual or possible breach of your personal data that might expose you to serious risk.

5. 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 paragraph 5.2 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 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 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?

- We will hold your personal data on our systems for as long as you are a member of the Group 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 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.

7. Your rights

7.1 You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- 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 any of our Trustees; contact details are available at www.chesilsailability.org.uk