

SYSTON SAILING CLUB – 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, 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 Processing Policy from time to time, without prior notice. You are advised to check our Club noticeboard regularly for any amendments. 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.

WHO WE ARE:

Syston Sailing Club, 167, Fosse Way, Syston, Leicester, Leicestershire, LE7 1NH. Email: systonsailingclub@outlook.com

WHAT INFORMATION WE COLLECT AND WHY:

Type of Information	Purpose	Legal basis of processing
Member's name, address, telephone numbers, email address/es.	Managing the Member's membership of the Club	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club
The name and ages of 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 an emergency.	Protecting the Member's vital interests and those of their dependants.
Date of birth/ age related information.	Managing membership, which is age related.	Performing the Club's contract with the Member.
Health related information, obtained from participants undertaking training activities and performing instructing roles. For individuals booking courses at Syston Sailing Club, health related information will be sought from applicants in respect to relevant health conditions. This information will not normally be held for standard Members unless a Member wishes this to be held.	To enable the Training Principal and lead instructor to consider risks and make reasonable adjustment for sailing activities. This information can also be used to contact emergency services in the event of an emergency. Health information is classed as special category sensitive information within data protection regulations. Access to this information is only open to those with a legitimate purpose to do so. For Instructors who require	Protecting the Member's vital interests and those of their dependants.

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

Payments, which we receive from you as a member are undertaken via direct bank transfer and are therefore subject to member and club banking electronic systems.

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

Who else has access to the information you provide us with?

We will never sell your personal data. We will never share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

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 annually to establish whether we are still entitled to process it. If we decide that we are not entitled to hold your personal data we will retain your data in an archived form for future compliance with legal obligations. Eg. tax requirements and exemptions, the establishment of defence of legal claims.

We securely destroy all financial information once it is no longer required.

Your rights:

- 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 situations.