

Serpent Yacht Club

DATA PROTECTION POLICY

15th April 2024

Version 1.2

1. About this Policy

- 1.1. This policy explains when and why the Serpent Yacht Club collects personal information about its members, how it is used, how it is kept secure together with related members rights.
- 1.2. The Club may collect, use and store personal data as described in this Data Protection Policy and as noted at the time the data is collected from members.
- 1.3 The Club reserves the right to amend this Data Protection Policy from time to time without prior notice. Members are advised to check the Club website www.serpentyachtclub.co.uk
- 1.4 Personal data will not be shared with any third parties without prior consent (which can be withheld) except where required to do so by law.
- 1.5. The Club will always comply with the General Data Protection Regulations (**GDPR**) when dealing with 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, the G.D.P.R. Officer will be the "Controller" of all personal data we hold about club members.

2. What information is collected and why.

Type of information	Purpose
Member's name, membership type, address, telephone numbers, e-mail address	Managing the Member's membership of the Club. Managing the duty roster. The Club will seek consent in the renewal/application form before sharing this information.
Bank account details of the member or other person making payment to the club	Managing membership registration and organising events.
The Member's name, boat name, boat make, home port, mobile phone number, e-mail address, sail number and handicap.	Managing race entries and race results. Supplying race results to local and national media. To produce a club membership list for members only.
Emergency Contact Details	Contacting next of kin in the event of an emergency.
Photos and videos of members and their boats	Publishing on the Club's website, social media pages, newsletters and press releases. Members will be asked to give consent on the membership renewal/application form. Members may withdraw their consent at any time by contacting the Club Secretary by e-mail or letter.

3 How personal data is protected

3.1 The Club will process membership and relevant information electronically and hold all information on a database on secure password protected drives based in the EU. A backup of this information will be held on a secure hard drive by the Secretary. Membership and entry forms etc. will be held in a secure cabinet.

3.2 For any on-line payments which are taken from or sent to a member a recognised online secure payment system will be used.

3.3 Members will be promptly notified in the event of any breach of their personal data.

3.4 Member's personal data will never be sold on for any purpose including marketing.

4 How long is membership information kept?

4.1. Members/personal data will be held on the systems for as long as they are a member of the Club and for 3 years after they have left the club, unless required to do so for any legal reasons. Personal data will be reviewed every year to establish whether the Club is still entitled to process it or not.

5. Members rights

5.1. Members have rights under the GDPR:-

5.1.1. To access their personal data

5.1.2. To be provided with information about how their personal data is processed

5.1.3. To have their personal data corrected

5.1.4. To have their personal data erased in certain circumstances

5.1.5. To object to or restrict how their personal data is processed

5.2. Members have the right to take any complaints about how their personal data is processed to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113.

For more details, any questions, comments and requests regarding the Club data processing practices should be addressed to the Club Secretary.