

# HYKEHAM SAILING CLUB

## DATA PRIVACY POLICY



### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members -Instructors, Training Course and Open Day attendees, 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 Data Privacy Policy and as described when we collect data from you.
- 1.3 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.hykehamsailing.co.uk](http://www.hykehamsailing.co.uk) , or our Club noticeboard regularly for any amendments (but amendments will not be applied 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](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5 When you first provide data, you will be told that you have the right, at any time, to object to your personal data being processed.
- 1.6 This policy was agreed and adopted at the Club Committee Meeting on Tuesday 6<sup>th</sup> February 2018 and subsequently reviewed and amended to version 3 by the Club Committee on Tuesday 2<sup>nd</sup> February 2021.

### 2. Who are we?

- 2.1 We are HYKEHAM SAILING CLUB. We can be contacted at Apex Lake, Newark Road, North Hykeham Lincoln LN6 9SP, [www.hykehamsailing.co.uk](http://www.hykehamsailing.co.uk), 01522 684287.

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member’s membership of the Club. Managing the duty roster.	Performing the Club’s contract with the Member. For the purposes of our legitimate interests in operating the Club.
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.
Information needed to complete a Disclosure and Barring Service (DBS) application form	To assess the applicants suitability to work with children and vulnerable persons	For the purpose of complying with the RYA and the Club's safeguarding policies.

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 categories which are age related	Performing the Club's contract with the Member.
Gender	Provision of adequate facilities for members.  Reporting information to the RYA.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.  For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
The Member's name, boat name and sail number	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 compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club.  For the purposes of our legitimate interests in promoting the Club.  For the purposes of our legitimate interests in operating the Club
Photos and videos of members and their boats	Putting on the Club'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.
CCTV monitoring and recording	For the purpose of crime prevention	Protection of Club and Members' property

Member's name and e-mail address	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.	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
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Training Courses and Open Day attendee's name, address, phone number, email address, and other relevant information.	Managing the organisation of Training Courses and Open Day events	For the purposes of our legitimate interests in ensuring that we can contact those attending for instruction and providing their details to club instructors

#### 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.
- 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.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk. Any breach will be dealt with following our Data Breach Procedures.
- 4.6 CCTV usage is in line with the ICO "Code of Practice" for more information see <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>.

#### 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 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, Instructor, Training Course or Open Day attendee at 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 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 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 Any access request list in 7.1 will be dealt with following our Data Request Procedures.

7.3 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 Officer at [www.hykehamsailing.co.uk](http://www.hykehamsailing.co.uk)