

Runswick Bay Beach and Sailing Club

Data protection and Privacy policy

In the context of this policy 'we' refers to Runswick Bay Beach and Sailing Club.

About this policy

- This policy explains when and why we collect personal data about our members and how we use it and keep it secure. It also outlines your rights in relation to it.
- We reserve the right to amend this policy without prior notice but the most up to date version can be found on our website www.rbbsc.co.uk
- We will always comply with the Data Protection Act when dealing with your data. Full details on the GDPR can be found at the website of the Information Commissioner www.ico.gov.uk For the purposes of the Act, we will be the 'controller' of all personal data we hold about you. The first point of contact for matters relating to this policy will be the Honorary Secretary of RBBSC.

What type of information do we collect?

- Member's name, address, email address, phone number, car registration number
- In addition, emergency contacts and medical and dietary details of members taking part in training.
- Names of children included in the member's membership
- Member's name, boat name and sail number
- Photos and videos of club activities
- Instructor's name, address, email, phone numbers, emergency contacts, medical conditions and relevant qualifications and/or experience

Why?

- To administer membership records and collect fees including administration of car parking passes
- To keep in touch with the member about the running and activities of the Club
- To publicise events and activities at the Club
- To manage race entries and publish race results and allocate berths in boat park
- To provide information to those attending courses or events
- To comply with our byelaws, for example notifying members of the AGM
- For gathering aggregated data for RYA and other reporting.
- Contacting next of kin in emergency situations

How do we protect your personal data?

- We will not transfer your data outside the UK without your consent and have implemented generally acceptable standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction. However, some 'cloud based' data storage methods may hold the data outside the UK.
- We will notify you promptly in the event of any data breach of your personal data which might expose you to serious risk.

Who else has access to the information you give us?

- Officers of the club receive appropriate information to enable them to fulfil their duties such as organising and running training courses, administering duties, administering membership renewal
- Aggregated attendance data is shared with the RYA but this does not include personal information
- We will never sell your personal data or share with any third parties without your consent.
- Personal information of Instructors may be shared with the RYA as part of the annual Training Centre inspection.

How long do we keep your information?

- We will keep your information for as long as you are a member of our Club and then after that for as long as it is within our legitimate interests to do so or for long enough to comply with our legal obligations.

What rights do you have in respect of the personal data we hold about you?

- You have the right to request access to information that we hold about you. To make such a request, send an email to secretary@rbbsc.co.uk
- If you would like to change or update any of your personal data or be removed from any of our distribution and communication lists, please contact us at secretary@rbbsc.co.uk
- If you have any other questions or comments about this policy or would like to discuss anything concerning this policy, please email secretary@rbbsc.co.uk