

## **SVSC Data Protection Policy**

11th January 2018

The Data Protection law in the UK changes on 25 May 2018 and will be referred to as the General Data Protection Regulations referred to as GDPR. This document sets out how SVSC will comply with the GDPR with regard to the use of personal information.

This document sets out what personal information is collected, what it will be used for, who will use it, where and how it will be stored and for how long it will be stored.

The information collected by SVSC may include:

1. Name, address, date of birth, phone numbers, e-mail address of members and their family, including children, living at the same address.
2. Grade of membership, date of joining the club and dates consent(s) given
3. Details of boats owned by members
4. Name, address, date of birth, phone numbers, e-mail and other contact details of participants in events, open meetings or regattas and details of boats they own.
5. Race entrants, includes names, details of boats sailed by participants, and performance.
6. Competency in use of power boats for safety cover- to include contact information of trainer and level of training undertaken by individual members.
7. Photographs and video of sailing which may be shared on the club website and social media.

The use made of the information will be to:

1. Manage SVSC membership.
2. Contacting members such as to notify them of issues pertinent to SVSC including the sailing programme and other club events, berthing issues, duty rosters and fund raising.
3. To construct a contact list of members to be included with the duty roster with role, contact details including address, telephone and e-mail. This list will be sent to all members to ensure that the duty roster is fully maintained.
4. To construct race results that are publicly displayed on the internet so that participant names, boat class and sail number, time of race and performance will remain in the public domain.

The information will be maintained by the Membership Secretary as Data Controller but with data processing by the Membership Secretary, Honorary Treasurer, Rear Commodore and Bosun, Results Secretary and Insurance Secretary.

1. Information may be stored in a password protected computer file and as a paper copy in a locked container.

2. Information will be kept for no longer than the sailing year (1 April to 31 March) following that to which it applies other than correspondence relating to a potential claim or disciplinary matter or property left /abandoned at the club which may be kept for a number of years.
3. Personal data will not be shared with any third party unless agreed in advance.

#### **Access to data held/Subject Access Request**

1. All members have a right to ask for a copy of their information and to correct any inaccuracies and to change any preferences. When you give us personal information about another person we will assume that they have appointed you to act for them and have consented to the processing of their data.
2. Requests for a copy of personal information should be made in writing to the Data Controller currently the Membership Secretary

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#### **Note to be included in the application and renewal forms**

By applying for membership you consent to your personal data being processed for the purposes of organising dinghy sailing and associated activities as set out in the SVSC Data Protection Policy to be found on the SVSC website or supplied on request from the Membership Secretary

If appropriate please tick the box . ☐ I insure my boat(s) with Noble Marine (Insurance Brokers) Ltd and I allow the club to share my name, address, boat type and sail number with Noble Marine (Insurance Brokers) Ltd so the club can claim a commission payment.

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#### **Contact list**

As the contact list is shared amongst the members to maintain compliance with the GDPR :

1. The list must be version controlled - to demonstrate we record what information is sent out
2. There must be a log of recipients - to demonstrate we record where the information has gone
3. The list must have the following disclaimer (or words to the same effect) *“The contents of this list are defined as Personal Data under the terms of the General Data Protection Regulations (GDPR). As such no part of this list can be disclosed, shared or transferred to any party other than the current membership of Sheffield Viking Sailing Club. Any disclosure, sharing or transfer outside of this will mean that the person undertaking that action is committing a non-compliant act under the GDPR.”*