

ROYAL COUNTY OF BERKSHIRE YACHT CLUB
GDPR DATA PRIVACY POLICY



1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, 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.therbyc.co.uk regularly for any amendments (but amendments will not be made 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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are The Royal County of Berkshire Yacht Club. We can be contacted at membership@therbyc.co.uk

3. What information we collect and why.

Members Information

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, qualifications, e-mail address(es).	Managing the Member's membership of the Club. Facilitating data required by the charter companies. Provide to the club skipper to facilitate our sailing trips. Publicising information on trips and events	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Next of Kin emergency contact details	Club skippers of charter companies 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	Compliance with our young persons policy. Providing information requested by charter companies	Performing the Club's contract with the Member.
Photos and videos of Members.	Putting on the Club's website and social media pages.	Consent. We will seek the Member's consent on their membership application form.
The Member's name , phone number, sailing CV (if completed) and e-mail address	Creating and managing the Club's online Membership Directory which is accessible to other members.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Club Skippers name, address, email addresses, passport information, phone numbers and relevant qualifications and/or experience.	Facilitating safe trips and to comply with Charterer requirements	For the purposes of ensuring that we offer safe trips.
Attendance at AGM	Comply with the Club rules and ensure quorate meetings.	Performing the Club's contract with the Member
Health Information	Members are requested to make club skippers aware of any relevant health conditions on each trip. This data is not stored.	This data is not stored.

Contacts Information

Type of information	Purposes	Legal basis of processing
Contact name, e-mail address	Publicising information on trips and events to interested people or organisations.	Contacts have opted in to receive this information

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU 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.

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. Charter companies for club trips). 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 and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long 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 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 Membership secretary. Membership@therbyc.co.uk