

Rollesby Broad Sailing Club – Privacy Statement

At RBSC we take the confidentiality of our members personal information seriously. RBSC will keep your personal information secure and only use it for the purposes of club administration.

With effect from May 2018 all organisations processing personal data will be regulated by the General Data Protection Regulation (GDPR). This privacy notice explains how the club will be compliant with GDPR and inform you of your rights thereunder.

An organisation may process personal data about an individual where

- there is a lawful basis for processing that data.
- levels of data held are not excessive but relevant to the basis of processing

Lawful basis includes processing on the basis of:

- Consent from a member;
- legitimate interests of RBSC;
- necessity for the performance of a contract;
- compliance with a legal obligation;
- to protect the vital interests of the data subject or of another natural person; and necessary for performance of a task carried out in the public interest.

Data we hold on members

RBSC holds the following personal data on members:

- First and Surname
- Address details and postcode
- Email address
- Contact phone numbers
- Date of birth
- Boat Class, Sail number, Boat Name, Hull Colour and Berth Number

Lawful Basis for holding data

RBSC holds your data for the following reasons:

- To record details of your payments to the club in respect of membership, berthing fees and club boat hire.
- To keep you informed of membership renewal timing and amounts
- To keep you informed about activities at the club
- To keep you informed of any damage to your property at the club. (Whilst the club has no legal obligation here, where damaged boats are discovered we will contact you)
- For us to be able to contact you or your family members in an emergency, should an accident occur whilst you are at the club.
- To give notice of AGM and SGM in accordance with the Club Constitution
- To enable contact to be made in the event of disagreements, unpaid fees etc.
- Provision of statistics to the RYA in the interests of furtherance of our sport.
- To arrange duty/rota lists

A hard copy of lead members is held in the clubhouse. This is principally to handle emergency situations. We will only publish your details here with your consent.

Where your data is held?

The club reserves the right to store your data with third parties having first obtained the necessary assurances regarding security and sharing of data. Your personal data is held in two places:

- The register of members is held with WebCollect, online club management software.
- The Membership Secretary's Personal Computer.

Your data is not held in any other location. Neither RBSC nor WebCollect will pass on your details to a third party.

How long do we keep your data?

Your data is kept by WebCollect and RBSC only for as long as is necessary. Once a member resigns from the club their details are deleted from both these systems.

Who has access to your data?

The only persons who have access to your data are those committee members of the club and training centre administrators with responsibility for contacting members regarding relevant club activities, our software partners WebCollect, and members themselves to their own membership record.

Please note the club does not hold any of your banking details. When paying online these are not visible by the membership secretary, or WebCollect.

Individuals' Rights Under GDPR

Under the GDPR individuals have various rights, such as:

- **the right to be informed** – this privacy statement is designed to keep you informed
- **the right of access** – you can access your online accounts with WebCollect and with the passwords already provided to you. Data held about you will always be provided to you at point of membership renewal for the new season. Alternatively, you can request a copy of the information the club holds from the Membership Secretary. Should you make an individual request then this will be dealt with within 30 days.
- **the right to rectification** – You can amend your details personally on WebCollect. Alternatively the membership secretary will do this on your behalf. Please note the membership secretary will only make amendments received in writing or by email.
- **the right to erasure** – Whilst you have the right to erasure, this can only be effected in certain circumstances. The club has a legitimate reason for holding your data, ie the fulfilment of contractual obligations in line with administering the club's affairs and ensuring members adhere to the club constitution. Equally retention policies are short in comparison to many organisations. Should a member wish to invoke this right however, he should contact the Membership Secretary in the first instance.
- **the right to restrict processing** – refer to notes above on right to erasure. Should a member wish to invoke this right, they should contact the Membership Secretary in the first instance.
- **the right to object** – members have the right to object to processing/holding their data even though the club has a lawful reason for doing so where the member has grounds relating to his or her situation. Where the club receives such a request this will be discussed in General Committee and the member advised of the club's course of action.

Right to Complain

In the event of a member wishing to complain about the club's handling of their personal data, a complaint may be made to the Information Commission Officer (ICO). The ICO is the regulatory body responsible for ensuring organisations process personal data fairly.