



## Chelmarsh Sailing Club Data Privacy Policy

### 1. About this policy

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.

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.

We reserve the right to amend this Data Privacy Policy from time to time and without prior notice. You are advised to check our website: [www.chelmarshsailing.org.uk](http://www.chelmarshsailing.org.uk) or our Club noticeboard or TGIF regularly for any amendments (but amendments will not be made retrospectively).

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.

### 2. Who are we?

We are Chelmarsh Sailing Club.

We can be contacted at:

Email: [enquiries@chelmarshsailing.org.uk](mailto:enquiries@chelmarshsailing.org.uk)  
Postal: Chelmarsh Sailing Club  
Chelmarsh Reservoir  
Hampton Loade  
Bridgnorth  
Shropshire  
WV16 6BL

### 3. What information we collect and why

Type of Information	Purposes	Legal Basis for Processing
Member's name, address, telephone numbers, email address.	Managing the member's membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.
	Managing the duty roster.	For the purposes of our legitimate interests in operating the Club.
The names and ages of the Member's dependents.	Managing the Member's and their dependents' membership of the Club.	Performing the Club's contract with the Member.
Date of birth/age related information.	Managing membership categories which are age related.	Performing the Club's contract with the Member.



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Type of Information	Purposes	Legal Basis for Processing
Gender	Provision of adequate facilities for members.	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.
	Reporting information to the RYA	For the purposes of the legitimate interests of the RYA to maintain diversity data required by the Sports Councils
The Member's name, boat name and sail number	Managing race entries and race results.	For the purposes of our legitimate interests in holding races for the benefit of club members.
	Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in promoting the club.
	Allocating boat park spaces.	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 press releases.	<b>Consent.</b> We will seek Member's consent on their application form. And the Member may withdraw their consent at any time by contacting us by email or letter.
The members name, email address and phone number	Managing the duty roster	<b>Consent.</b> We will seek the Member's consent on their application form. The member may withdraw their consent at any time by contacting us by email or letter to withdraw their details' appearance.
Bank Account details of members of the member making payment to the club	Managing the Members and their dependents membership of the club, provision of services, 100 club and events.	Performing the clubs contract with the member.
Member's and former member's name and email address	Passing to the RYA for the RYA to conduct surveys of members and former members of the Club (and other clubs affiliated to the RYA). The surveys are 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, and 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.



#### **4. How do we protect your personal data?**

We will not transfer your personal data outside the EU without your consent.

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. Please note however that where you are transmitting information to us over the internet this can never be considered to be 100% secure.

For any payments we take online we will use a recognised online secure payment system.

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?**

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 the paragraph below.

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 enable collection of monthly payments, send you mailings, manage the duty roster). However, we only disclose 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?**

We will hold your personal data on our systems for as long as you are member of the Club and for as long afterwards as it is in the Club's 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.

We securely destroy all financial information once we have used it and no longer need it.

#### **7. Your rights**

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 our 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.

You have the right to take any complaints about how we process your personal data to the information Commissioner:

Website: <https://ico.org.uk/concerns/>

Telephone: 0303 123 113

Postal: Information Commissioner's Office

Wycliffe House. Water Lane, Wilmslow, Cheshire. SK9 5AF

Chelmarsh Sailing Club, an RYA Training Facility.

Chelmarsh Sailing Club, Chelmarsh Reservoir, Hampton Loade, Bridgnorth Shropshire WV16 6BL

Telephone: 01746 861560

Email: [enquiries@chelmarshsailing.org.uk](mailto:enquiries@chelmarshsailing.org.uk)