

# GUILDFORD COASTAL CRUISING CLUB

## DATA PRIVACY POLICY

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and third parties, 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.guildfordsailing.org](http://www.guildfordsailing.org)) our Club noticeboard 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](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?

2.1 We are GUILDFORD COASTAL CRUISING CLUB.

We can be contacted at:

Papercourt Sailing Club, Polesden Lane,  
Ripley  
Surrey  
GU23 6JX

Email: [commodore@guildfordsailing.org](mailto:commodore@guildfordsailing.org)

### 3. What information we collect and why.

<i>Type of information;</i>	<i>Purposes</i>	<i>Legal basis of processing;</i>
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club.  Managing the bar duty roster.	Performing the Club's contract with the Member.  For the purposes of our legitimate interests in operating the Club.

	<p>Managing and promoting Club events.</p> <p>Maintaining a Directory in the Members' area of the website to facilitate contact between members.</p>	
Emergency contact details (not currently held).	Contacting next of kin in emergency	Protecting the Member's vital Interests.
Gender	<p>Provision of adequate facilities for members.</p> <p>Reporting information to the RYA.</p>	<p>For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.</p> <p>For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.</p>
The Member's name, boat name and location.	<p>Managing rallies and other events and Awards.</p> <p>Sharing event results with other clubs and the RYA, and providing race results to local and national media.</p>	<p>For the purposes of our legitimate interests in holding rallies and events for the benefit of members of the Club.</p> <p>For the purposes of our legitimate interests in promoting the Club.</p> <p>For the purposes of our legitimate interests in operating the Club</p>
Photos and videos of Members and their Boats.	Putting on the Club's website and social media pages and using in paper based advertising of the Club and press releases.	<p>For the purposes of our legitimate interests in promoting and operating the Club.</p> <p>We will consider individual objections to the use of images on a case by case</p>

		basis. It may not be possible to withdraw all copies of images already circulated as printed material.
Radio call signs	Collected for a rally and shared between those participating in the rally.	For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other
Former member's name and e-mail address	Carried forward annually to enable contact with members who have not renewed in order to confirm their intentions. Initially suspended from the Directory and then archived. Deleted at appropriate intervals when no further contact anticipated.	For the purposes of our legitimate interests in operating the Club.
Individuals and organisations with whom we may be in contact for the purpose of operating the Club; their names and contact details and the nature of their interest and/or relevance	Managing the Club's connections with third parties providing services or sharing mutual interests.	For the purposes of our legitimate interests in promoting and operating the Club.
Individuals who are not Members, expressing an interest in or wishing to attend Club events.	Managing events open to non members.  Marketing the Club and promoting future events.	For the purposes of our legitimate interests in promoting and operating the Club.

#### 4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU (except as mentioned below) without your consent.

The Club website is maintained by Wild Apricot, a Canadian company. Wild Apricot sites are compliant with the European Union's Data Protection Directive. Wild Apricot sites are hosted on Amazon Web Services (AWS), which is certified under the Privacy Shield Network, a framework designed by the US Department of Commerce and the European Commission

to allow the US companies to host European sites while complying with the EU's data protection requirements.

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 as soon as practicable after becoming aware of it.

## **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. to print newsletters and send you mailings). 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 Data Protection Manager by email to;  
[membership@guildfordsailing.org](mailto:membership@guildfordsailing.org)

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