

Beer Sailing Club Data Privacy Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, 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.beersailingclub.co.uk or our Club noticeboard for any amendments.
- 1.4 We will 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 Beer Sailing Club. We can be contacted at Beer Sailing Club, Common Lane, Beer, Devon, EX12 3BZ. A Master Membership List is held by our Membership Secretary and this information can be accessed by other Committee members as necessary for the purposes detailed below.

3. What information do we collect and why?

- 3.1 Member’s name, name of partner, names and ages of any dependents, addresses, telephone numbers, email addresses and duty preferences. This information is kept in order to manage the Membership of the Club, to keep in touch with the Member, including emailing the Club Newsletter, and to manage the Club Duties. This is for our legitimate interests in operating the Club.
- 3.2 The Member’s name, type of boat and sail number. This information is kept in order to manage race entries and to share and publicise results. This is for our legitimate interest in holding races for the benefit of members of the Club and for the purposes of our legitimate interest in promoting the Club.

These details, and the details of paddleboards and kayaks, are also kept for monitoring the legitimate use of Beer Sailing Club boat storage area on Beer Beach.

- 3.3 Photographs and videos of Members and their boats, paddleboards and kayaks for use on the Club's website, social media pages, newsletters and in press releases. This is for our legitimate interest in the promotion of the Club and in providing news and interest articles to our members. Consent will be sought annually on the Membership Application/Renewal Form. Members may withdraw their consent at any time by contacting us by email or letter.
- 3.4 An Instructor's name and any contact details for the purposes of our legitimate interests in managing instruction at the Club and in ensuring we can contact those offering instruction and provide details of instructors to members.
- 3.5 Name, email address and telephone number of any Club Officer or Club Committee Member for information published on the Club's website, in the Club Newsletter and in other publications, for the legitimate interest in operating and promoting the Club and in order to provide a relevant point of contact at the Club.
- 3.6 Details of employees and representatives of suppliers to the Club in order to manage arrangements with suppliers.

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

7. Your rights explained

- 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:

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

Helpline: 0303 123 1113.

Head Office: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF