

Speedbird Offshore Yacht Club Ltd



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 Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website www.soycbooking.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 Speedbird Offshore Yacht Club Ltd. We can be contacted at commodore@soyc.co.uk

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Managing the duty roster.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names of the Member's dependants	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details and medical information that affect them whilst sailing	Contacting next of kin in the event of emergency and ensure suitable first aid/ medical aid if required	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information for Junior Members and record that Retired Members are in a qualifying age range	Managing membership categories which are age related	Performing the Club's contract with the Member.

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Members' Sailing records (dates and boat)	Manage experience levels of skippers and crew and ensure compliance with Club's bye-laws	For the purposes of our legitimate interests in operating the Club
Photos and videos of members	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory.	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.
Members' sailing qualifications including practical and shorebased exams	Manage experience levels of skippers and crew and ensure compliance with Club's bye-laws	For the purposes of our legitimate interests in operating the Club
Members' sailing experience and recency	Manage experience levels of skippers and crew and ensure compliance with Club's bye-laws	For the purposes of our legitimate interests in operating the Club

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA 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. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 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 SOYC does not take any payment from you on-line. Instead our booking system transfers you to PayPal, with whom you have an individual agreement. From your PayPal site you make

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payments to our account. PayPal will send us a receipt of a successful payment and your booked trip details but will not send us any other information.

4.5 For your annual membership, we send you a link to GoCardless. They set up a Direct Debit in our favour using the banking details you provide to them directly. SOYC has no access to your banking data.

4.6 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 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.

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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 Linda Waddingham (Membership Director) membership@soyc.co.uk

Note:

The SOYC Ltd GDPR Policy is based on a template supplied by the RYA dated 14th November 2017. SOYC Directors should regularly review the latest guidance and up-date the Club policy as required. SOYC Ltd is an RYA Recognised Training Centre and affiliated club.

GDPR Policy: January 2018

Review date: January 2019