



Beaulieu River Sailing Club

Privacy Notice

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the "GDPR").

Who are we?

We are the Beaulieu River Sailing Club ("the Club"). Our legal governing body are our Trustees. The Trustees are the data controllers and make decisions on how your personal data is processed and for what purposes.

In order to help you to exercise your rights in relation to your data we have appointed our Treasurer as our Data Protection Champion. You can contact him if you have any enquiries relating to this statement or how we use information about you, including if you would like us to stop contacting you. Details of how to contact him are at the end of this notice.

How do we process your personal data?

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the members of the Club;
- To administer membership, including collecting subscriptions;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, sail training events and other activities running at the Club.

What is the legal basis for processing your personal data?

The process your data under the following legal basis:

- **Legitimate Interest** - Most of your personal data that we process is in accordance with our legitimate interests, or the legitimate interests of a third party such as the Royal Yachting Association (RYA). For example, we use your name and contact details to enable us to collect subscriptions, organise sailing rotas, keep you informed of sailing events and other related activities, generate RYA returns and run the Club on a day-to-day basis. This is what you should expect the Club to do for you.
- **Legal Obligation** - Some of our processing may necessary for compliance with a legal obligation.

- **Contract** - We may also process data if it is necessary for the performance of a contract¹ with you, or to take steps to enter into a contract. Examples of this include data we need to recruit and pay sailing instructors.
- **Consent** - Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use. Examples would be sending you emails to keep you up to date with news and events not directly related to the Club, or including your details within the Membership Directory.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Club in order to carry out a service to other Club members or for purposes connected with the Club. We will only publish your name and contact details in sailing rotas or share your data with third parties outside of the Club with your consent.

It is likely that we will have to share your data with some or all of the following (but only when necessary):

- The RYA and other persons or organisations operating within the RYA;
- On occasion, other sailing clubs with which we are carrying out joint events or activities.

How long do we keep your personal data?

We keep data in accordance with the guidance set out by the RYA, which are that we must keep the data for no longer than is necessary for the purpose for which we obtained it. We will make sure that data is disposed of when it is no longer needed, to reduce the risk that it will become inaccurate, out of date or irrelevant.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Club holds about you;
- The right to request that the Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Club to retain such data;
- The right to withdraw your consent to the processing of your data at any time;
- The right to request that the Club provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)².
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data, where applicable³.
- The right to lodge a complaint with the Information Commissioners Office⁴.

¹ The legal basis for holding this information is that processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

² Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.

³ Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics.

⁴ You can contact the Information Commissioners Office on 0303 123 1113 or via [email](mailto:ico@ico.org.uk) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Treasurer at Amber Cottage, Bodenham, Salisbury Wiltshire SP5 4EN treasurer@brsc.org.uk.
www.brsc.org.uk.

This policy was reviewed: June 2018