**HORNING SAILING CLUB - DATA PRIVACY POLICY**

**WHAT IS GDPR?**

This is a new law coming into force on 25th May, 2018 which addresses what we can and cannot do with your personal data.

**WHY DO WE COLLECT AND PROCESS PERSONAL INFORMATION?**

* To administer membership records and collect fees
* To publicise events and activities at the Club
* To maintain duty rosters and notify members of their duties
* To manage and publish race results
* To manage instruction at the Training Centre
* To provide information to those attending courses or events
* To comply with our constitution and bye-laws
* For gathering aggregated data for RYA and other reporting
* To manage provision of adequate facilities for members
* To contact next of kin in case of emergency
* To manage moorings and berths

**THE CATEGORIES OF INFORMATION THAT WE COLLECT AND STORE INCLUDE:**

* Contact information for members - name, address, email address, phone number(s), gender, DOB of minors
* Emergency contact information
* Boat information
* Medical and dietary information for those attending training courses
* Characteristics (in particular disability) for RYA reporting purposes
* Photos and videos of members and visitors taking part in Club events
* CCTV recordings for security
* Relevant qualifications and affiliations

**WHO DO WE SHARE THIS INFORMATION WITH?**

* Officers of the Club receive appropriate information to enable them to fulfil their duties such as organising and running training courses, administering duties, administering membership renewal
* Aggregated attendance and disability data is shared with the RYA but this does not include personal information
* Name and contact details provided are made available to other Officers of the Day to facilitate organisation of their duty team
* CCTV recordings are shared with the police at their request
* Videos and photos of members and visitors taking part in Club events are posted on our website and other social media channels
* Club Officers’ contact details are shared with outside organisations to provide a point of contact.

We will not share your personal information with any third parties apart from those stated here without your prior permission.

**CHANGING OR UPDATING YOUR PERSONAL INFORMATION**

You have the right to withdraw your consent to our holding your data at any time. To do so contact the membership secretary [memsec@horning-sailing.club](mailto:memsec@horning-sailing.club)

**REQUESTING ACCESS TO YOUR PERSONAL DATA**

You have the right to request access to information that we hold about you, and to correct any inaccuracies. To do so contact the membership secretary [memsec@horning-sailing.club](mailto:memsec@horning-sailing.club)

**QUESTIONS OR COMMENTS ON THIS POLICY**

If you would like to discuss anything concerning this policy send an email to [secretary@horning-sailing.club](mailto:secretary@horning-sailing.club)

**COMPLAINTS**

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, SK9 5AF