

Silver Wing Sailing Club

DATA PRIVACY POLICY

At Silver Wing Sailing Club, we are committed to facilitate and promote the sport of sailing and racing. To enable us to do this, we collect and use personal data in line with the General Data Protection Regulations (GDPR) effective 25th May 2018. An important change under these new regulations is provision of a clear Data Privacy Policy to explain why we collect and how we use your personal information.

1. About this Policy

1.1. This policy explains when and why Silver Wing Sailing Club (“we”) collect personal information about our members, instructors, & trainees, 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 Protection Policy and as described when we collect data from you.

1.3. We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website (www.Silverwingsailingclub.co.uk) regularly for any amendments.

1.4. We will always comply with the General Data Protection Regulations (**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, Silver Wing Sailing Club will be the “controller” of all personal data we hold about you

2. Who are we?

2.1. We are Silver Wing Sailing Club and can be contacted at:
Silver Wing Sailing Club, Staines Road, Staines TW19 5AG

Phone: 01784 483610 (club opening hours only)

Email: admin@silverwingsc.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 and ages of the Member's dependants	Managing the Member's and their dependents' membership of the Club	Performing the Club's contract with the Member

Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependents.
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member
Gender	<p>Provision of adequate facilities for members</p> <p>Reporting information to the RYA.</p>	<p>For the purposes of our legitimate interest & management of the club in certain areas, toilets & changing rooms for example</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 sail number	<p>Managing race entries and race results</p> <p>Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.</p> <p>Management and allocation of berths within the club compound.</p>	<p>For the purposes of our legitimate interests in holding races 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>
CCTV Images	Managing club house & compound security	For the purposes of our legitimate interests in operating the Club
Photos and videos of members, their dependants and their boats	Putting on the Club's website and social media pages and using in press releases	We will seek the Member's consent on their membership application form and at each membership renewal. Members may withdraw their consent at any time by contacting us by e-mail or

		letter. We will seek parental consent in respect of Junior members.
Qualifications of Members, for example RYA qualifications, power boat driving qualifications, first aid etc.	To facilitate management of the Club's duties roster	For the purposes of our legitimate interests of safely operating the Club's activities.
Potential Member's name, telephone number and email address	To inform the potential member of the activities and opportunities at the Club and to assist with recruitment of potential Members	We will seek consent of the participants to contact them after the event for the legitimate interests of promoting the Club and recruitment of Members
Students' name, email address medical details, next of kin emergency contacts, swimming ability and any other forms that maybe required by the RYA	Managing the training at the Club and keeping records as required by the RYA	For the purposes of our legitimate interests in ensuring that we can comply with the contract we have with students to the training programme We will obtain students explicit consent before dealing with or storing any medical information that maybe gathered to enable participation in a training programme
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Contractor's name, address, email addresses and telephone numbers and details of the goods and services offered by the Contractor	Managing the supply of goods and services to the Club	For the legitimate interests in ensuring the efficient operation of the Club

4. How we protect your personal data

4.1. We have implemented generally accepted standards of technology and operational security to enable us to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3. For any payments which we take from you online we will use a recognised online secure payment system.

4.4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.5. We will minimise data collection to only collect personal information that is required to help the safe and effective operation of the club.

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 Club class representatives, 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.

5.3 CCTV recordings are shared with the police at their request.

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, or for a period of 24 months after you have ceased to be a member 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 to enable us 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 will hold CCTV images for maximum of 30 days & these are saved on local hard drive, accessible only by appointed named officers of the club

6.3 We will gather & store special category data such as medical information only if considered completely necessary & only for as long as necessary to fulfil the purpose we collected it for.

6.4 We keep a record of students on training courses, for a minimum of 12 months or until the next RYA inspection of the centre, whichever is the longer period. To comply with RYA participation data rules. Thereafter, contact details and records of correspondence will not be retained unless it is likely they will be needed in relation to any incident or issues that may require them to be kept.

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. If you have any issues or complaints about how we process your personal data please contact us so that we can resolve them. If we fail to resolve your complaint 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 administration section, Silver Wing Sailing Club, Staines Road, Staines TW19 5AG Email: admin@silverwingsc.co.uk