

1 Shropshire Sailing Club (SSC) Data Privacy Policy

1.1 About this policy.

This policy explains when and why Shropshire Sailing Club (hereafter referred to as “the club”) collects personal information about its members, instructors, and course participants (including non-members), how it is used, how it is kept secure and the rights of members, instructors, and course participants in relation to it.

The club may collect, use and store personal data as described in this Data Privacy Policy and as described when the club collects the data on the membership application form, the annual renewal form, the course application form and on the club’s and suppliers’ web-based forms.

The club seeks consent to use the data on all its forms. Members, instructors, and course participants may withdraw their consent at any time by contacting us by email, by using their Medusa login to change their preferences or by using the unsubscribe option at the bottom of club newsletters or in text messages.

The club reserves the right to amend this Data Privacy Policy from time to time and without prior notice. Members, instructors, and course participants are advised to check the club website, club noticeboards and club newsletters for any amendments which will never be retrospective. The club will notify members of any changes.

The club will comply with the General Data Protection Regulation (GDPR) when dealing with personal data and for the purposes of the GDPR, the club will be the controller of all personal data it holds about members, instructors, and course participants.

The club’s IT Officer and Data Protection officer can be contacted at: it@shropshiresailingclub.co.uk

1.2 The information the club collects and why

Type of information	Purpose of holding the data	Basis for holding & processing the data	Legal Basis
Name, address, telephone numbers, email address of members or course participants.	Managing the membership of the club using an on-line system (Medusa). The provision of services and events. Communicating with members via email and text messages.	Performing the club’s contract with the member or course participant. General operation of the Club.	Legitimate Interest
	Managing the booking of club boats and courses using an on-line system (Sports Booker).		
	Managing the duty roster (Dutyman) and allowing members to swap duties by contacting each other using a password protected on-line club directory.		
	Administration of training courses and communicating with course participants.		
The names of dependents who are also members of the club or participating on a club course.	Managing the dependents’ membership of the club.	Performing the club’s contract with the member or course participant.	Legitimate Interest
	Administration of training courses.		

Type of information	Purpose of holding the data	Basis for holding & processing the data	Legal Basis
Date of birth.	Managing membership categories which are age related.	Performing the club's contract with the member or course participant.	Legitimate Interest
	Providing access to age-related activities (e.g. Youth Club, RYA Courses).		
	Implementing age-related safety and training policies.		
	Monitoring the age profile of the club to ensure adequate facilities are provided.		
	Providing anonymised information to the RYA regarding the age profile of the club.	For the purposes of the legitimate interests of the RYA to report age profile data required by the Sports Council.	Consent
Gender	Provision of adequate facilities for members and course participants.	For the purposes of making sure that the club can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.	Consent
	Reporting diversity information to the club's committees.	For the purposes of monitoring gender engagement in the sport and encouraging equal participation.	
	Reporting anonymised information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by the Sports Council.	
	Providing members' email data to the sport's governing body the RYA for the purpose of carrying out on-line surveys.	For the purposes of understanding the demands of the membership and benefiting from wider understanding of why people participate in the sport.	
The member's name, boat name, sail number, colour and insurer.	Managing race entries and race results.	For the purposes holding races for the benefit of club members.	Legitimate Interest
	Sharing race results with the RYA, publishing race results on the club website and providing race results to local and national media.	For the purposes of promoting the club and the sport and allowing the RYA to maintain the PY handicap system.	
	Allocating boat berth spaces.	For the purposes of operating the club.	
	Making sure members meet their obligations to provide adequate third-party insurance.	For the benefit of all members and the club.	
Medical information of course participants (members and non-members)	To ensure the instructors are aware of any condition that might represent a risk while participating in the course.	To deliver the course safely and to minimise risk to instructors and course participants.	Vital Interest
Photos and videos of members and their boats.	Putting on the club's website and social media pages and using press releases.	For the purposes of promoting the club.	Consent

Type of information	Purpose of holding the data	Basis for holding & processing the data	Legal Basis
Photos and videos of course participants.	Putting on the club's website and social media pages and using press releases.	For the purposes of promoting the club.	Consent
Bank account details of members or course participants making payments to the club or receiving payments from the club.	Managing membership of the club, provision of services including training and events. This information is held securely in GoCardless and on the club's NatWest banking system when payments are made from the club to the member.	Performing the club's contract with the member.	Legitimate Interest
Instructor's name, and address, email addresses, phone numbers, relevant qualifications, experience, courses taught and key expiry dates.	Managing instruction at the club and at the club's RYA Training Centre.	For the purposes of our legitimate interests in ensuring that the club can contact those offering instruction and provide details of instructors to members. Meeting the club's legal obligations in relation to the competence of its instructors.	Legitimate Interest

1.3 How does the club protect your personal data?

The club has implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

For any payments the club takes online it will use a recognised online secure payment system.

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

1.4 Who else has access to the information you provide to the club?

The club will not share your personal data with any third party other than the sport's governing body (the RYA) 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 the paragraph below.

The club 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 enable collection of monthly membership payments, send you newsletter mailings, manage boat and course bookings, manage the duty roster). The club will only disclose the personal data that is necessary for the third party to deliver the service and only if the club has a contract in place that requires the provider to keep your information secure and not to use it for their own purposes.

1.5 How long does the club keep your information?

The club will hold your personal data on our systems for as long as you are member of the Club and in full for 18 months after your resignation so that you can be reinstated without incurring a joining fee and so that we can complete our annual accounts. After 18 months we will destroy those elements of the data we do not need to maintain as a legal record of your contractual transactions with the club. Normally all data will be destroyed six years after you have left the club once all legal requirements to maintain the data have lapsed.

Medical information relating to course participants will be held securely for up to a year after the course has completed to establish whether the club RYA Training Centre had a record or otherwise of a condition in order that the club can defend any legal claim arising from an incident.

The data will be retained in an archived form to be able to comply with its legal obligations as a charity and a company limited by guarantee; e.g. compliance with tax requirements and exemptions, and the establishment, exercise, or defence of legal claims.

The club will review your personal data every year to establish whether the club is still entitled to process it. If the club decides that it is not entitled to do so it will stop processing your personal data. The membership renewal process will give you the opportunity to update your data and clarify your preferences in relation to communications from the club.

1.6 Your rights.

You have rights under the GDPR:

- to access your personal data,
- to be provided with information about how your personal data is processed,
- to have your personal data corrected
- to have your personal data erased in certain circumstances,
- to object to or restrict how your personal data is processed,
- to have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how the club processes your personal data to the information Commissioner:

Website: <https://ico.org.uk/concerns/> Telephone: 0303 123113

Postal: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF