

# Reading Offshore Sailing Club

## Data Privacy Policy

### 1 About this policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, 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 Privacy Policy and as described when we collect data from you. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.readingoffshore.org.uk](http://www.readingoffshore.org.uk) regularly for any amendments (but amendments will not be made retrospectively).
- 1.3 We 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](http://www.ico.gov.uk)). For the purpose of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2 Who are we?

- 2.1 We are Reading Offshore Sailing Club. We can be contacted at [membershipsecretary@readingoffshore.org.uk](mailto:membershipsecretary@readingoffshore.org.uk) or by telephoning one of the Club’s Officers on the relevant number shown on the website.

### 3 What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member’s name and address, telephone numbers, e-mail addresses.	Managing the member’s membership of the Club.	Performing the Club’s contract with the member. For the purposes of our legitimate interest in operating the club.
Gender	Provision of adequate facilities for members.  Reporting information to the RYA.	For the purposes of our legitimate interest in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.  For the purposes of the legitimate interests of the RYA to maintain diversity

		data required by Sports Councils.
The Member's name, boat name and sail number.	<p>Managing rallies, race entries and race results.</p> <p>Sharing race results with other clubs, class associations, and to the RYA, and providing race results to local and national media.</p> <p>Allocating moorings for club events.</p>	<p>For the purposes of our legitimate interests in holding rallies and 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 interest in operating the club.</p>
Photos and videos of Members and their boats.	Putting on the Club's website and social media pages, Yearbook 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.
Radio call signs.	Collected and shared between Members	For the purposes of our legitimate interests in ensuring that boats can maintain contact with each other.
The Member's name and e-mail address.	<p>Creating and managing the Club's online membership directory.</p> <p>Creating a printed membership directory in the Club's Yearbook.</p>	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.

Bank account details of the Member or other person making payments to the club.	Managing the Member's membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.
Members name and e-mail address.	Passing to the RYA for the RYA to conduct surveys of members of the Club (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the clubs (and other clubs) and/or the benefit of the RYA.	For the purposes of our legitimate interests in operating the club and/or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Instructor's name, address, e-mail addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interest in ensuring that we can contact those offering instruction and provide details of the instructors to members.
Student's name, address, e-mail address, phone number.	Managing instruction on courses run under the auspices of the Club. Passing to the RYA information necessary to record training attainment.	For the purposes of our legitimate interest in ensuring that we can contact those who are receiving instruction.

#### **4 How we protect your personal data**

- 4.1 We will not transfer your personal data outside of the EEA (European Economic Area) 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.
- 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 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might exposure 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 use it for their 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 as 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 decided 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.

## **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 are processed
  - c) to have your personal data corrected
  - d) to have your personal data erased in certain circumstances
  - e) to object to or to restrict how your personal data are processed
  - f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 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 Commissioners 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 Membership Secretary.