

BSC Data Privacy Notice 2018: General Data Protection Regulations (GDPR)

At Broadstairs Sailing Club ("BSC", "we" or "us", "the club") we are committed to facilitating and promoting the sport of sailing and encouraging racing. In order to do this, we collect and use personal data.

This Data Privacy Notice describes what personal information we collect or obtain about you and how we use it in line with the General Data Protection Regulations (GDPR) effective 25th May 2018. An important change under the new regulations is that we need to provide a clearly written Data Privacy Notice (this document) to explain how we collect and use personal information and to obtain your explicit consent to retain your personal details.

WHY DO WE COLLECT AND USE MEMBERS' INFORMATION?

By member we include all categories of BSC membership under club rules.

We collect and use information to:

- Administer membership, training, boat records and collect fees due.
- Contact members to keep them informed about sailing or training events and other activities at the club.
- Administer the duty rota and notify members of their duties.
- Publish race results.
- Publish the year book that includes details of officers and committee members.
- Comply with our rules for notifying members of Committee Meetings, the AGM and any other formal commitments.
- For gathering aggregate data for RYA and other statistical reporting such as training and session attendance.

WHAT INFORMATION DO WE RECEIVE OR COLLECT?

The categories of personal information that we may collect, and hold include:

- Personal information as requested on the appropriate BSC forms whether completed and returned electronically or on paper, such as your name, address, e-mail address, telephone and/or mobile number and the name, address, email address and phone number of your next of kin and/or emergency contact.
- Relevant details of junior members and children under the age of 18 included in their parent's membership, and those of the person (parent or legal guardian) responsible for the junior.
- Characteristics (in particular disability) for RYA reporting purposes.
- Relevant training records of instructional and safety boat staff, such as qualifications, experience and any accompanying notes and observations regarding your performance.
- Medical and dietary information for training courses; details of any other relevant information for BSC's safe operational purposes.
- Photos or videos of members taking part in club events having signed on our entry forms to agree to us using pictures for publicity purposes.
- Personal information and photos of visitors taking part in open days, championships and other events, having signed our entry or consent forms to agree to us holding this information and to using pictures for publicity purposes.
- No images of children under 18 years of age will be published except with the signed prior consent of a parent or legal guardian, subject to the conditions of the Junior Parental Consent form.
- Records of prize winners and the engraving of names on cups.
- We may collect and hold additional information on members and visiting sailors for the purpose of protests and protest decisions or for serious breaches of RYA or ISAF rules.

- In accordance with the club's license and rules, we keep a note of visitors to the club/bar in the visitors' book kept in the bar.
- The results of any confidential DBS criminal records searches which at our request you have provided for us.

WHERE IS THE DATA KEPT?

- Electronic data is stored on the hard drive of club office computers under the supervision of the Sailing Secretary (for members), the Training Officer (for courses and sailing development) and Commodore (for general management purposes).
- Technically this data is stored in the "cloud". BSC computers back up to Dropbox and Webcollect. Emails which may also contain personal information are also stored in the "cloud".
- All paper records are stored under the supervision of the respective officials as above in the locked club offices in the club house; paper records are not routinely scanned.
- Membership and Training data is accessible only to those members in committees and in club roles who require access for their respective operational purposes.
- The printed year book and BSC web site contain information about club officers and other members of the club responsible in different capacities for sailing and training.

WHO DO WE SHARE MEMBERSHIP INFORMATION WITH?

BSC will not share your personal identifying data with any third party or external body, except those stated in this document (below). We share information within the club for operational or on a need to know basis with appropriate club members as follows:

- To receive the necessary information to fulfil their duties such as race officers for the purpose of organising race duties and for training officers to organise and run sailing development and courses.
- Any medical information that is shared in confidence with BSC helps us to make appropriate arrangements, minimise risk for all concerned and consider possible emergencies, especially those which could occur on the water.
- As well as being available in an emergency for First Aid purposes, medical information may be seen by a race officer or a course instructor responsible for safety.
- Aggregate attendance and disability data is shared with the RYA and for other statistical purposes, but this does not include personal information.
- Videos and photos of members and visitors taking part in club events may be posted on our website.
- We may share information on a member or visiting sailor adjudged to have committed a serious breach of RYA or ISAF sailing rules, in accordance with our obligations to national and international sailing organisations as per the sport's governing body rules.
- We may also disclose your personal information to third parties if under a clear, legal duty to disclose or share your personal data in order to comply with any lawful obligation.

WHEN AND HOW DO WE DESTROY THE DATA?

BSC Membership and Training data will be retained for the year of your membership plus a further year and updated each year as appropriate on renewal.

Where the data is obtained from you as an instructional qualification or in some other capacity we may keep and process the data for so long as you continue, to our knowledge, to hold that qualification or other capacity and wish to be available for service to the club.

Where your membership lapses we will within a reasonable time of the lapse occurring cease actively processing your data but may retain your data for the purpose of facilitating the renewal by you of your membership or in the case of continuing administrative need such as unpaid fees, a dispute, or boat disposal.

Personal information will be deleted on computers and/or shredded from any file.

Committee members will be reminded to delete / shred contact details on termination or non-renewal of membership.

Please note. You may ask BSC members to make contact with you for reasons other than those in connection with BSC and its activities. In these circumstances BSC will not be able to impose or exercise controls concerning your personal identifying data.

USE OF SOCIAL MEDIA

Broadstairs Sailing Club as an organisation does not use any social networking forum, however the BSC Members Facebook page is in common use by members and its use will be monitored to ensure that it is used for BSC business only. All BSC members should take note that they should not make any post which includes personal information of another member, that has been entrusted to the club, without that member's specific permission. The BSC Public Facebook page is for the sole use of Club Officers to advertise Club events open to non-members and should at no time be used for member to member posts.

HOW YOU CAN ACCESS YOUR PERSONAL DATA

Under the data protection regulations, you have the right to request information that we hold. To make a request please contact the Data Protection Officer who is the Commodore.

You have the right to:

- Access this information within a month of making the request.
- Have mistakes corrected and in certain circumstances, erased or destroyed.
- Object to processing data that is likely to cause damage or distress, for example, any form of discrimination, damage to your reputation or any significant economic or social disadvantage.
- Complain to the Information Commissioner's Office (ICO).
- Withdraw your permission given under the BSC Data Privacy Notice (this document).
- Prevent process for the purpose of direct marketing, albeit BSC does not use data for direct marketing.
- Object to decisions being taken by automated means, albeit BSC operational and duty decisions are taken only by the responsible club members.

RESPONSIBILITIES

- It is the responsibility of all BSC members to ensure that personal information provided to the Club, for example current address, is accurate and up to date.
- If as a member you choose to opt out of sharing your information, it is your responsibility to make alternative arrangements to ensure that you are aware of and fulfil your club duties. Please note that your obligation under the club's rules to carry out the duties allocated must still be adhered to.
- For the purpose of GDPR, overall responsibility for ensuring that the Club complies with its data protection obligations rests with the Commodore, Broadstairs Sailing Club, 10 Harbour Street, Broadstairs, CT10 1EU, or general@broadstairssailingclub.com Tel 01843 861373, overseen by the Executive Committee.

YOUR CONSENT TO THIS PRIVACY NOTICE

An important change to data protection brought in by GDPR is that we need to obtain your explicit consent to retain your personal details. This means you opt in to BSC holding your personal data rather than opt out.

From the start of the 2018 season BSC membership forms, training application forms and parental consent forms for juniors will include a box with this declaration. This is to provide your consent for us holding your personal identifying data and also, explicitly, to sharing it with other members to fulfil their respective roles.