



# IOS Sailing Club

## DATA PRIVACY POLICY

September 2018

### 1. About this Policy

- a. This policy explains when and why we collect personal information about our members, instructors and competitors taking part in our open meetings, how we use it and how we keep it secure and your rights in relation to it.
- b. 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.
- c. 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.iossc.org.uk](http://www.iossc.org.uk) or our Club notice board regularly for any amendments (but amendments will not be made retrospectively).
- d. We will 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 purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- a. We are the *Isle Of Sheppey Sailing Club*. We can be contacted at I.O.S. Sailing Club, Marine Parade, Sheerness, Kent ME12 2BE, Tel: 01795 663052, Email: [info@iossc.org.uk](mailto:info@iossc.org.uk)

### 3. What information we collect and why

- a. Please see the separate appendix documents detailing the information we collect for each form issued by the club.

### 4. How we protect your personal data

- a. We will not transfer your personal data outside the EU without your consent.
- b. 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.
- c. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- d. For any payments which we take from you online we will use a recognised online secure payment system.
- e. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

### 5. Who else has access to the information you provide us?

- a. 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 we are required to do so by law or as set out in the

appendix tables corresponding to each form or in paragraphs 5b and 5c below.

- b. 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). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. 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. It is possible that third parties may themselves engage others (subprocessors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.
- c. We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

## **6. How long do we keep your information?**

- a. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long 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 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.
- b. We securely destroy all financial information once we have used it and no longer need it.

## **7. Your rights**

- a. You have rights under the GDPR:
  - i. to access your personal data
  - ii. to be provided with information about how your personal data is processed
  - iii. to have your personal data corrected
  - iv. to have your personal data erased in certain circumstances
  - v. to object to or restrict how your personal data is processed
  - vi. to have your personal data transferred to yourself or to another business in certain circumstances
- b. 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 the Hon Secretary at the club's address: IOSSC, Marine Parade, Sheerness, Kent ME12 2BE.