



AYC DATA PRIVACY POLICY

1. About this Policy

- a. 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.
- 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.aldeburghyc.org.uk 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). 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 Aldeburgh Yacht Club. We can be contacted at clubmanager@aldeburghyc.org.uk, 01728 452562.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, Email address(es).	Managing the Member's membership of the Club. Managing volunteers	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 dependants' membership of the Club	Performing the Club's contract with the Member.
Members' Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Members' Date of birth/age related information	Managing membership categories which are age related	Performing the Club's contract with the Member

Gender	Provision of adequate facilities for members	For the purpose of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender
	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils
The Member's name, boat name(s) and sail number(s), boat dimensions. The Trophies awarded to members.	Managing race entries and race results.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club.
	Publishing and sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media	For the purposes of our legitimate interests in promoting the Club and as a service to members
	Allocating moorings, dinghy park, locker and compound spaces.	For the purposes of our legitimate interests in operating the Club
	Managing trophies, their engraving, and the temporary keepers	For the purposes of our legitimate interests in operating the Club
	Publishing to Members only and managing the Club's Year Book which includes lists of boats owned by, and trophies awarded to, Members.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. Members to be made aware at these times that if they later decide to withdraw consent to these details being published it will not be possible to remove them from printed material until such time as the next edition of the Year Book is printed, which will be on an annual basis
Photos and videos of Members and their boats	Putting on the Club's website and social media pages, publishing event brochures and fliers 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 Email or letter.

The Member's name, address(es) and Email address(es)	For the purpose of sending Club Emails and Newsletters/Magazines giving details of Club news, and past and upcoming events of the Club.	Performing the Club's contract with the Member . The Member may withdraw their consent to receive such communication(s) at any time by contacting us by Email or letter.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member
The Member's name and Email address, whilst a current member and for up to 7 years after ceasing to be a member of the Club	Managing the Club's re-joining procedure. Passing to the RYA for the RYA to conduct surveys of Members and former members of the Club	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
Non members and Members who are Instructors and volunteers, name, telephone number, and Email address, and relevant qualifications and/or experience	Managing Instructing and Safety Support at the Club	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and support and provide details of instructors to members and organisers.
Name, address, Email address and current sailing club of Guests and Visiting Yachtsmen	Promoting Club events and the benefits of membership	Consent. We will seek the Guest's/Visiting Yachtsmen consent when they sign the visitors book and they may withdraw their consent to our contacting them by contacting us by Email or letter.
Name, address, Email address, boat name, sail number, boat type and current sailing club of non-member competitors entering Club Open Events	Promoting Club events and the benefits of membership	Consent. We will seek consent when competitors enter the event and they may withdraw their consent to our contacting them by contacting us by Email or letter.
Photos and videos of non-member competitors entering Club Open Events and their boats	Putting on the Club's website and social media pages, publishing event brochures and fliers and using in press releases.	Consent. We will seek consent when competitors enter the event and they may withdraw their consent to our contacting them by contacting us by Email or letter.

Name, address, Email address, telephone number, emergency contact details, relevant medical information of non-member Trainees (including Parents/Guardians of minors)	Managing the Club's training activity	Performing the Club's contract with the Trainee (or the parents/guardians of minors)
Photos and videos of non-member Trainees (including Parents/Guardians of minors)	Putting on the Club's website and social media pages, publishing event brochures and fliers and using in press releases.	Consent. We will seek the consent of the Trainee (or the parents/guardians of minors) on the training application forms and they may withdraw their consent at any time by contacting us by Email or letter.
Name, Email address and telephone number of Club Officers, Committee members, sub-committee members, and employees	Information published on Club's website, in Club's Email and newsletter and other publications, in the Club's marketing materials and made available to the RYA, in each case as a point of contact at the Club	For the purposes of our legitimate interests in operating and promoting the Club
Employees and representatives of suppliers, advertisers and sponsors and to the Club, representatives of Schools and other entities using Club services	Entering into and managing arrangements with employees, suppliers and customers	Entering into and performing contracts with employees, suppliers and customers

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 table above 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 (sub-processors) 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 Club Manager, clubmanager@aldeburghyc.org.uk or write to Aldeburgh Yacht Club, Slaughden Road, Aldeburgh IP15 5NA