

CLYDE CRUISING CLUB LTD DATA PRIVACY POLICY

1. About this Policy

- 1.1 Clyde Cruising Club takes the security of members' personal data seriously. We are committed to keeping personal data safe and will comply with the regulations when dealing with personal data.
- 1.2 This policy explains when and why we collect personal information, how we use it and how we keep it secure, and your rights in relation to it.
- 1.3 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.
- 1.4 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.clyde.org for any amendments.
- 1.5 We will always comply with the General Data Protection Regulations (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

- 2.1 We are Clyde Cruising Club Ltd. We can be contacted at office@clyde.org

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. .	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details of competitors	Contacting next of kin in the event of emergency	Protecting competitors' vital interests and those of their dependants.
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 and visitors	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
Members' age and gender.	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
Members, Competitors and Visitors names, boat names and sail numbers, names addresses, telephone numbers, email address(es)	Managing visitors, race and event entries and race results. Sharing race results with other clubs, organisations, and the RYA, and providing race results to local and national media. Allocating compound spaces.	For the purposes of our legitimate interests in holding races and other events, in operating and promoting the Club.
Members' contact and boat details.	Publication of annual 'Members and Boats List'.	For the purposes of our legitimate interests in operating the Club and promoting its objectives. Members can withdraw their consent at any time by contacting us by email or letter. Note that if consent is withdrawn it will only become effective from the next re-printing of the List.

Photos and videos of members, visitors, competitors and their boats.	Putting on the Club's website and social media pages and using in press releases and other publications	For the purposes of our legitimate interests in operating the Club and promoting its objectives. Members and competitors may withdraw their consent at any time by contacting us by e-mail or letter.
Radio call signs and mobile phone numbers.	Collected for events and shared between those organising and participating in events.	For the purposes of our legitimate interests in ensuring that boats and helpers in events can maintain contact with each other.
Bank account details of the member or other person making payment to the Club.	Managing the members and dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with members, competitors and participants at events.
Members and competitors name and e-mail address.	Keeping members and competitors informed as to Club activities and events.	For the purposes of our legitimate interests in operating the Club and for the proper performance of the Club's contract with the member.
Employee details as required for their employment with the Club.	Proper employment of staff by the Club.	For our legitimate interests in employing appropriate staff to provide the necessary service to our members and visitors.
Contractors' details in respect of contractors who have been or may be contracted to provide services to the Club.	Engagement of such contractors as may be required to maintain and enhance the facilities and services provided by the Club.	For our legitimate interests in maintaining and enhancing the facilities and services provided by the Club. For the proper performance of the contract with our Members.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering RYA and other instruction and training courses and provide details of instructors to members.
Names, addresses, email addresses and telephone numbers of training course students and prospective students.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those desiring RYA and other instruction and training courses and provide details of courses to members and others.

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EEA 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. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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 expose you 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 to use it for their own 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 afterwards as is necessary to comply with our legal obligations, and for our legitimate interests in managing the Club.

6.2 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.

6.3 We securely destroy all financial information once we have used it and no longer need it.

7 Your Responsibility

7.1 Your Data. In joining CCC, and consenting to the publication options of this Data Privacy Policy, you have a responsibility to keep members' personal information within the Club. Any member's personal information shared with you via any means is intended for your personal use only.

7.2 Your Data. In entering an event organised by CCC, you have a responsibility to keep personal information within the club or event. Any personal information shared with you is intended for your personal use only.

7.3 Your Data. You are responsible for ensuring that the information held about you is accurate and up to date. This can be done by contacting the Secretary. Email address? office@clyde.org

7.4 Publication. The list of members is confidential to the membership and therefore the list should not in whole or part be gifted, loaned, sold or otherwise communicated to any person or body not a member of the club.

7.5 Publication. All copies of the membership list must be confidentially destroyed at the end of its designed life or on ceasing to be a member of the club.

7.6 Event Information. Any list in connection with managing a CCC organised event, that contains personal information, shared with you, is intended for your personal use only and should be confidentially destroyed at the end of the event.

7.7 Website. The club websites may contain links to and from the websites of other selected networks, sponsors, advertisers and affiliates. These websites have their own privacy policy and we do not accept any responsibility or liability for these policies.

8. Your rights

8.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

8.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office, Wycliffe House, Water lane, Wilmslow, Cheshire SK9 SAF

<https://ico.org.uk/concerns/> Helpline 0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Controller, who is the Secretary of the Club office@clyde.org

