

# BALA SAILING CLUB DATA PRIVACY POLICY.

## GDPR 2016

### 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.

1.3 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.balasc.org.uk](http://www.balasc.org.uk)) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 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.org.uk](http://www.ico.org.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 Bala Sailing Club. We can be contacted at Bala sailing Club, Pont Mwnwgl-y-Llyn, Y Bala LL23 7BS. (Secretary: [secretary@balasc.org.uk](mailto:secretary@balasc.org.uk)) Tel. 01678-520464

### 3. What information we collect and why.

3.1 General membership information;

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. Managing the duty roster.	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.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's 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.	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.
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	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 and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media. Allocating moorings and compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of members and their boats	Putting on the Club's website and social media pages 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 for a rally and shared between those participating in the rally.	For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory.	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 payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing Bala sailing Club's contract with the Member.
<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>

### 3.2 Information collected for regattas, open meetings and other events.

Type of information	Purposes	Legal basis of processing
Competitor's name, address, telephone numbers, e-mail address(es) bank and payment details.	Managing the Competitors entry in the Regatta/Open meeting or other event(s)	Performing the Club's contract with the Competitor. For the purposes of our legitimate interests in operating the Regatta/Open meeting or other event(s).
The names, boat details and race results.	Managing event results for class members and information on results.	Performing the Club's contract with the Competitor. For the purposes of our legitimate interests in operating the Regatta/Open meeting or other event(s).
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Competitor's vital interests and those of their dependants
Date of birth / age related information	Managing event categories which are age related	Performing the Club's contract with the Competitor.
Gender	Provision of adequate facilities for Competitors.	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.
The Competitor's name boat, name, home club and sail number.	Managing race entries and race results. Sharing race results with other clubs class associations and the RYA, and providing race results to national and local media. For the purpose of allocating moorings and compound spaces.	For the purposes of our legitimate interests in operating the Regatta/Open meeting or other event(s). For the purposes of our legitimate interests in promoting the club and the class. For the purposes of our legitimate interests in operating the club.
Photos and videos of Competitors and their boats.	Putting on the event, club and class website and social media pages and using in press releases.	Consent. We will seek the competitors consent on the entry form. The competitor may withdraw their consent at any time by contacting us by email or letter.

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

4.1 We will not transfer your personal data outside the EU or 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.

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.

#### **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. 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.

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

#### **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 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.

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 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 our Data Protection Manager,

[dutyrosterbala@virginmedia.com](mailto:dutyrosterbala@virginmedia.com)