

# The Windsor Yacht Club Data Privacy Notice 2021: General Data Protection Regulations (GDPR)



At **The Windsor Yacht Club (TWYC)**, we are committed to operating a premier, inclusive Club in which all members may enjoy a range of boating related activities including cruises, training courses, social events and events such as boat handling or quizzes which may be undertaken in conjunction with other boating clubs. In order to do this we collect and use personal data.

## **WHY DO WE COLLECT AND USE MEMBERS' PERSONAL INFORMATION?**

By the term "member", we include all categories of **TWYC** membership listed within the club rules. We collect and use information to:

- Administer membership, training and boat records and collect fees due.
- Contact members to keep them informed about social events, cruises, training events and any other Club activity.
- Notify members (usually those who are on the General Committee) about any specific duties they are expected to undertake within **TWYC**. For example, distributing lists of bar or raffle rotas, organising cruises.
- Comply with our rules for notifying members of Committee Meetings, the AGM or any SGM and other formal commitments.
- Gather aggregate data for the RYA and other statistical reporting. No personal identifying data is used in such reports.

## **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 **TWYC** forms whether completed and returned electronically or on paper, such as name, boat name, type and length, address, e-mail address, telephone and/or mobile number.
- We do not hold the names of any person under 18 who is a member by virtue of a Family Membership of their parents or guardians - we simply hold the number of children /young people linked to that Family Membership if that has been provided on the Application Form.
- Photos or videos of members and their families taking part in club events which may be included in the club's newsletter, Channel 6, and **TWYC's** website.
- Records of prize winners and the engraving of names on cups and trophies.
- In accordance with the club's licence and rules, we record and keep (for open inspection) a note of the names of visitors to the club/bar (and their boat names) as well as the name of the Club member who introduced them.

## **WHERE IS THE DATA KEPT?**

- Electronic data is stored on the hard drive of the Membership Secretary's personal computer and edited versions are distributed to specific Committee members or to members having specific roles requiring them to receive the data to allow them to undertake their duties in relation to the Club. All data is backed up to the "Cloud" and all files containing personal identifiable data are password protected. – this protocol to be certified by the Data Protection Officer.
- All members are required to delete any data they hold as soon as they no longer need it to perform their duties within **TWYC** and are required to confirm to the

Data Protection Officer that the data, whether electronic or hard copy, has been deleted or destroyed. Past committee members will be asked to provide written confirmation that they have deleted any information they may have been given whilst a committee member.

- If a data breach is uncovered, we will immediately take all possible steps to inform any members that their data may have been compromised and take any necessary steps to ensure the data is further protected.

## **WHO DO WE SHARE MEMBERSHIP INFORMATION WITH?**

**TWYC** will not share 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 reasons or on a need to know basis with appropriate club members as follows:

- To allow members to receive notifications about club events and to advise members of their specific duties such as bar or raffle rotas.
- Membership numbers data is shared with the RYA for statistical purposes, but this does not include any personal identifiable data.
- Videos and photos of members, visitors and their families taking part in club events may be posted on our website or be included in the Club's newsletter, Channel 6.
- We may also disclose your personal information to third parties if the Club is 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?**

**TWYC** membership data will be retained throughout your membership and updated throughout each year as appropriate.

- 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 up to two years for the purpose of facilitating the renewal, by you, of your membership. Personal information will be deleted from computers and any hard copy will be shredded after this period.

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

## **USE OF SOCIAL MEDIA**

**The Windsor Yacht Club (TWYC)**, as an organisation, does not use any social networking forum. However, we understand that social networking forums, such as Facebook, Instagram, WhatsApp and Twitter, are in common use by members. All **TWYC** members should take notice that they should not make any post which includes personal information of another member that has been entrusted to the club, without their specific permission.

## **HOW YOU CAN ACCESS YOUR PERSONAL DATA**

Under the data protection regulations, you have the right to request details of the information that we hold. To make a request please contact the **Data Protection Officer, David Owen** at [dataprotection@twyc.co.uk](mailto:dataprotection@twyc.co.uk).-

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 **TWYC** Data Privacy Notice (this document).
- Prevent any processing of your personal data for the purpose of direct marketing – though please note that **TWYC** does not use data for direct marketing (other than notifying you of Club activities and events).
- Object to decisions being taken by automated means, albeit **TWYC** operational and duty decisions are taken only by the responsible club members.

## RESPONSIBILITIES

- It is the responsibility of all **TWYC** 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 club events and activities and to enable you to fulfil your club duties. Please note that your obligation under the club's rules to carry out the duties allocated to you must still be completed.
- For the purpose of GDPR, overall responsibility for ensuring that the Club complies with its data protection obligations rests with the **Data Protection Officer, David Owen**, - overseen by the General 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 **TWYC** holding your personal data rather than opting out.**

In addition to retaining your data on our database, we need to process your data for operational reasons so you are being asked explicitly to allow us to share some or all of your data with other club members on a need to know basis where necessary.