

**SOMERSET YOUTH AND COMMUNITY SAILING ASSOCIATION  
SYCSA(2013)  
DATA PRIVACY POLICY**

**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.sycsa.org.uk](http://www.sycsa.org.uk) or our Association 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.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?**

We are **SOMERSET YOUTH AND COMMUNITY SAILING ASSOCIATION**

- 2.1. . We can be contacted at [principal@sycsa.org.uk](mailto:principal@sycsa.org.uk) .

**What information we collect and why.**

1. <b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
2. Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Association. Managing the duty roster.	Performing the Association's contract with the Member. For the purposes of our legitimate interests in operating the Association.
3. The names and ages of the Member's dependants	Managing the Member's and their dependants' membership of the Association	Performing the Association's contract with the Member.
4. Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
5. Date of birth / age related information	Managing membership categories which are age related	Performing the Association's contract with the Member.

6. Gender	<p>Provision of adequate facilities for members.</p> <p>Reporting information to the RYA.</p>	<p>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.</p> <p>For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.</p>
7. The Member's name, boat name and sail number	<p>Managing race entries and race results.</p> <p>Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the Association.</p> <p>For the purposes of our legitimate interests in promoting the Association.</p>
8. Photos and videos of members and their boats	<p>Putting on the Association's website and social media pages and using in press releases.</p> <p>To use as training and coaching aids.</p>	<p>Consent. We will seek the Member's consent on their membership application form. Where the member is under 18 parents or guardian consent will also be required. The Member may withdraw their consent at any time by contacting us by e-mail or letter. It will not be practical to withdraw any that have already been disseminated.</p>
9. Radio call signs	<p>Collected for a rally and shared between those participating in the rally.</p>	<p>For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other</p>

10. The Member's name, e-mail address and phone number.	Creating and managing the Association's Membership Directory.	Consent. We will seek the Member's consent on their membership application 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.
11. Bank account details of the member or other person making payment to the Association	Managing the Member's and their dependants' membership of the Association, the provision of services and events.	Performing the Association's contract with the Member.
12. Financial circumstances	To process requests for reduced or waived fees	Information given at your request. For the purposes of our legitimate interests in operating the Association. Information deleted as soon as decision made and noted in records.
13. Member's name and e-mail address	Passing to the RYA for the RYA to conduct surveys of members of the Association (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the Association (and other clubs) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Association and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating
14. Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience. And copies of certificates	Managing instruction at the association.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members. To inform RYA inspections
15. Student's name, address, email addresses, phone numbers and relevant qualifications Copies of certificates	Managing instruction at the association.	For the purposes of our legitimate interests in ensuring that we can contact to offer further instruction and confirm qualifications as required by the student. To inform RYA inspections



- 3.2. 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.
- 3.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 3.4. For any payments which we take from you online we will use a recognised online secure payment system.
- 3.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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

- 4.1. 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 4.2 below.
- 4.2. 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.

#### **4.3. Your Personal Data and Third Parties**

- 4.3.1. Some of your personal data you provide us with through the site is stored through a third party provider, WebCollect, who we use to take on line bookings for courses, whose privacy policy is here <https://webcollect.org.uk/help-topic/privacy-notice>.
- 4.3.2. Students on SYCSA courses are graciously allowed free membership of Durleigh Sailing Club during the year of the course. We will pass your name and email address to Durleigh Sailing club so they may contact you about your free membership. Their privacy policy is here <http://durleighsc.org/>
- 4.3.3. Some information is passed to the RYA whose data protection policy is here <http://www.rya.org.uk/legal-info/Pages/privacy-security-and-data-protection.aspx>
- 4.3.4. WhatsApp (Part of Facebook) groups may be used with your consent for organisation of specific events or the like in which case your mobile number will be available to the rest of the group, including future members of the group, unless and until you remove it. <https://www.whatsapp.com/legal/>

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

- 5.1. We will hold your personal data on our systems for as long as you are a member of the Association 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.

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

## 6. Your rights

6.1. You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.

6.2. 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 [principal@sydsa.org.uk](mailto:principal@sydsa.org.uk)

Changes for issue 2 19th\_February 2020

Changed Club to Association to make things clearer

Added paragraph below to **Who else has access to the information you provide us?**

WhatsApp (Part of Facebook) groups may be used with your consent for organisation of specific events or the like in which case your mobile number will be available to the rest of the group, including future members of the group, unless and until you remove it. WhatsApp privacy policy

<https://www.whatsapp.com/legal/>