



1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and visitors, 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.hpyc.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.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 Hampton Pier Yacht Club. We can be contacted at secretary@hpyc.org.uk

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address.	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.
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. Reporting information to the RYA	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 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	<p>Managing race entries and race results.</p> <p>Sharing race results with the RYA, and providing race results to local and media.</p> <p>Allocating boat parking spaces</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the Club.</p> <p>For the purposes of our legitimate interests in promoting the Club.</p> <p>For the purposes of our legitimate interests in operating the Club</p>
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.

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU 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 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. race results on HALSAIL or printing for Prizegiving). However, we disclose only the personal data that is necessary for the third party to deliver that service.

6. How long do we keep your information?

6.1. **Club Members:** 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.

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 Social Visitors: We only record the name of social visitors in our visitors' logs. Our club bye laws require that visitors are signed in by a member in the visitors' book. This information is used for health and safety purposes e.g. to track who is on the premises in the event of a fire and for alcohol licensing purposes i.e. to demonstrate that the club is a bona fide club and not open to the general public. We also collate the numbers of visitors to the club on a quarterly basis. Once these numbers have been collated the visitors' logs are disposed of so that we do not retain your data.

6.3 Open Day Visitors: The requirements for Open Day visitors are different as they may be engaged in activities on the water. We are required to take a declaration from visitors at Open Day for insurance purposes.

6.4 Provided there is no issue such as a potential insurance claim as a result of their visit these forms will be destroyed within 3 months of Open Day.

Vers:1.0 May 2018