



WHITBY YACHT CLUB

www.whitbyyachtclub.com

THE PIER,
WHITBY,
N. YORKS,
YO21 3PU

TEL: 01947 603623

Patron: The Marquis of Normanby

Privacy Policy

Date 27th June 2018

Version 2

ABOUT THIS POLICY

Thank you for reading our privacy policy, you may have heard about the General Data Protection Regulation (GDPR) which is a European framework for data protection. It gives you greater protection and rights and will give you more control over how your data is used. We fully support these new regulations and have reflected our commitment to protect your rights and interests in our new Privacy Policy.

This policy explains why we collect personal information about our members, instructors, volunteers and visitors, how we use it, how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data as described in this Data Privacy Policy. Maintaining the security of your data is a priority at Whitby Yacht Club and we are committed to respecting your privacy rights.

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.whitbyyachtclub.com or our clubs notice board regularly for amendments.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details of GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purpose of GDPR we will be the controller of all personal data we hold about you.

WHO WE ARE

We are Whitby Yacht Club. We can be contacted at Whitby Yacht Club, Pier Road, Whitby, YO21 3PU or +44 (0) 1947603623 (answerphone). We are a sailing, powerboat and social club based on the North East Coast of England.

Typically, we collect data in order to provide support to the running of the club and our membership database, promote our racing, cruising and powerboat events together with social events. We collect and process data from you only when needed to support the activities of the club. Before we collect or process your data we must inform you of our lawful basis for doing so. Our lawful basis is:

Legal obligation: The processing is necessary for us to comply with the law, for example providing accurate accounts.

Contract: The processing is necessary for any contract we may make with you, for example membership, room hire or as a sole trader.

Legitimate Interest: It is in the best interest of the club and the individual that we hold your data, for example your sail number so you can be identified when racing.

Consent: Before we process your data, you agree to us doing so, for example by opting in on the membership or renewal forms.

WHAT INFORMATION WE MAY COLLECT ABOUT YOU AND WHY

- Name
- Address
- Phone number
- Email address
- Bank account details
- Five digit pin code

We have your name and address to meet our **legal obligations** required in the interests of running the club, we need contact details to form contracts with members and visitors to manage our membership database or attending a training course. It is in our **legitimate interest** to hold contact details such as your phone number or email address so we can contact you in case of emergency, for instance if your boat requires attention. It is in our **legitimate interest** to hold your bank account details depending on how you pay your membership or reimburse you for purchases.

If you are taking part in an organised event or training and you are under 18 we may also ask for data relating to:

- Your date of birth
- Your next of kin
- Any medical condition you feel we should be aware of

We will ask for your **consent** where appropriate enabling us to manage membership categories and to protect the interest of you and your family in emergencies.

If your training course leads to an RYA certificate your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA as a record of your qualification and for verification or replacement of certificate if required.

If you have a boat we may also require:

- Boat Name and details of the type, make, size, colour etc
- Sail Number
- Call sign

For the purpose of our **legitimate interest** in racing, sailing, promoting and operating the club managing race entries and providing results, race reports, sharing with our members, the class associations, NECRA, Media or the RYA or for the allocation of Moorings or compound storage and the collection of fees.

Information which may be published on the website, Yearbook or other media

- Committee members names and contact details
- Commodores name and contact details

Published as points of contact in the **legitimate interest** of operating and promoting the club.

Website, Social Media and General Publicity of the Club;

- Use group and sole photos and videos of members and their boats, visitors or guests or trainees

Consent: We will ask permission on membership or renewal forms and on training course material. Consent may be withdrawn at any time by clicking 'unsubscribe' from emails.

The information provided above details the types of information we hold and how it is used. This list is not exhaustive and further details can be provided.

HOW WE PROTECT YOUR PERSONAL DATA

We have implemented generally acceptable standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction and continue to assess the requirements to protect your data. Please note however that when you are transmitting information to us over the internet (for example via email) this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which may expose you to serious risk.

WHO ELSE HAS ACCESS TO INFORMATION WE HOLD ABOUT YOU?

We will never sell your personal data. We share your personal data with third parties where it is our **legal obligation** to do so, for example our accountants, trustees, our bank and Scarborough Borough Council for Whitby Yacht Club mooring allocations. We may pass your personal data onto committee members for the purpose of providing services to you, for example, sending you membership or renewal forms or AGM notices. We do this for the purpose of our **legitimate interests** in operating the club and performing our contract with you. Note, we disclose only the personal data that is necessary for the clubs committee to deliver their service and to keep the information secure and not use it for their own purposes.

HOW LONG DO WE KEEP YOUR INFORMATION?

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 it is in the club's **legitimate interest** to do so or for as long as is necessary to comply with our **legal obligations**, this is detailed within the Clubs **Data Retention Policy**. We will review your personal data annually to establish whether we are still entitled to process it. If 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 format in order to be able to comply with future **legal obligations** eg. exercise or defence of legal claims.

YOUR RIGHTS

- **The right to be informed**
For example: this document informs you what we do with your personal data. If we make changes that alter the way we process your data we will inform you.
- **The right to access**
You have the right of access to your personal data held by us. This is to be supplied by us within one month of the request and must be in a transferable format
- **The right to rectification**
You have the right to ask for incorrect data we hold about you to be rectified; we must comply within one month and also inform any third parties who may have had access to the data in question.
- **The right to erasure**
This allows a member to request the deletion of data held about them, for example
If there is no longer a legal obligation for the information to be held
If you withdraw consent
The personal data must be erased to comply with a legal obligation
- **The right to restrict processing**
You have the right to ask the data holder to restrict the processing of your data. For example, if you contest the accuracy of the data held about you.

- **The right to data portability**

You have the right to obtain and reuse your personal data for your own purposes, allowing easy IT transfers across different services

- **The right to object**

Although this relates to more specific type of data such as research or scientific you may object to us processing your data on grounds that "relate to your particular situation"

OUR RIGHTS

We can refuse erasure if data is required by us to fulfil our legal obligations

PUBLICITY & MARKETING

You may **consent** to communications being sent that are of interest to you, like details of forthcoming events, Yearbook publication and race instructions and reports.

Your comments or group or sole images may be used for publicising Whitby Yacht Club. Taking care not to bring individuals or the club into disrepute, it is in our **legitimate interest** to publish photographs of members in groups or sole images, boats, visitors and sailing or social activities for promotional purposes, this may include the club's website, social media, local press or TV and our Annual Yearbook publication.

We must keep a record of your current options. All publicity related communication using the website and social media have a visible and easily accessible means of unsubscribing and you may also email the club to unsubscribe.

WEBSITE - COOKIES

When you visit our website, your visit is recorded by our webhosting company for statistical purposes. This is in our **legitimate interest**, helping us to form useful analysis. The data collected does not identify you, it tells us the number of pages accessed, the types of device and browsers used etc

By browsing our website no identifying personal data is collected by WYC Cookies

* Cookies are small pieces of data, stored in text files, that are stored on your computer or other devices when websites are loaded in a browser.

They are widely used to 'remember' you and your preferences, either for a single visit (through a 'session cookie') or for multiple repeat visits (using a 'persistent cookie'). They ensure a consistent and efficient experience for visitors and perform essential functions such as allowing users to register and remain logged in. Cookies may be set by the site that you are visiting (known as 'first party cookies'), or by other websites who serve up content on that site ('third party cookies').

* Cookies are used by CGC Design in a variety of different ways. The cookies set will depend on the features that are enabled on the website.

The cookies are only set when a user interacts with one of these, or to allow admin functions to be performed in the online sales.

* As of May 2012, a message is displayed at the bottom of our site declaring our use of cookies, by continuing to browse the site you are agreeing to this.

* Cookies have a maximum life of 347 days, but cookies will not be saved if you are in Incognito in Chrome or Private in Safari and Firefox.

<https://cgcdesign.co.uk/terms-and-conditions/>

If you require further information regarding any of the above please contact WYC.