

## **Specific Information Relation to the Data Protection Act 2018** **(formerly known as GDPR)**

In order to clarify the basis upon which information on members is stored, we have followed the criteria as detailed below:

### **What personal data does Sussex Yacht Club collect?**

The information on members that we routinely collect includes members' names, addresses, email addresses and telephone numbers. Some less obvious items would be boat name, dinghy tally number. We collect this contact data directly from our members when they join the Club, and it is updated as and when members inform us of any changes. On occasion we may also take photographs as club events.

### **What is the Contact Data used for?**

We use this data for the administration of your membership, the communication of information and the organisation of events.

### **Who is your data shared with?**

We share information with only the following third parties:

- External IT support;
- Xero Accounting;
- Harbour Assist Club Management Database;
- External Training Instructors.

These parties are involved purely as support to our office administration systems and all information is stored in compliance with the Data Protection Act 2018.

### **How is your contact data stored?**

As stated above, we use the above databases to store information.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

The person responsible for ensuring the Club discharges its obligations under the Data Protection Act 2018 is the Club Secretary.

### **Who has access to your data?**

Access to information is limited to Office staff, some Club Directors (eg Treasurer) and in some circumstances to the Boatswain. Members of the Committee of the Club may request information in order for them to carry out their legitimate tasks for the Club.

### **What is the legal basis for collecting this data?**

The Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

### **How can you check what data we have about you**

If you want to see the basic membership data we hold about you, you should contact the Club's Membership Secretary. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

### **Does the Club collect any “special” data?**

The Data Protection Act 2018 refers to sensitive personal data as “special categories of personal data”. Our training section might require special categories of data in order for them to check your credentials to be able to volunteer to work with vulnerable adults and children. They may also request certain special data (eg medical data) for the purposes of offering practical training courses you may book. We do not record any such special data beyond the period for which it is required.

### **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

- You may choose to maintain your membership of the Club with your correct name but with limited contact details. However, we do need to have at least one method of contacting you.
- You may choose not to receive information emails from the Club (we do not send any out on behalf of other organisations).
- You may choose to have your name and contact details removed from any printed lists in the clubhouse.
- Any of these options can be implemented for your club membership by contacting the Club’s Membership Secretary.

### **How long do we keep your data and why?**

We keep this information for as long as you remain a member of the club. All your contact data is archived as soon as you leave the club and are no longer a member. This means it is not available for scrutiny by anyone except those staff with sufficient access to the management system to ‘unarchive’ your file which we would do should you choose to rejoin. Our archives are purged on a regular basis.

Historical results or competition winners, prize lists etc are required for archiving purposes and names cannot be removed from them. Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.