

# **Thorpe Bay Yacht Club**

## **Data Protection Privacy Policy**

This policy covers Members, Volunteers and Visitors data.

### **Members**

General: The data collected are primarily for the purposes of administering club membership and promoting the activities of the club.

#### Data collected.

Member's title

Member's name

Postal Address

Telephone numbers

E-mail addresses

Date of Birth

Membership category

Joining Date

Names and details of boats owned by members

Sailing experience

Membership of other clubs

Roles performed at clubs (e.g. committee membership)

Volunteering dates

Powerboat and Sail training achievements / qualifications

Race results

Health information

Linked individuals (e.g. family members living at the same address)

Photographs, Video and CCTV

Financial Information (Bank account details)

Purpose. The information is collected for the following purpose:

- Administering annual subscriptions and fees

- Managing storage allocation
- Managing volunteering duties
- Notification of role holders
- Promoting club facilities, events and activities

### Processing.

- Members will be contacted by post or e-mail to advise them of subscriptions and fees due and to facilitate management of storage space in the dinghy park. Where a membership has lapsed their name will be posted on the club noticeboard
- Prospective members will have their names and the details of their proposer posted on the club noticeboard
- Members who pay by standing order will have their bank account details used to set up the standing order
- Members who volunteer will have their duty, name, e-mail address and telephone details added to Dutyman system and Sailing Handbook, which is visible to all volunteers
- Members who perform committee or other specific roles at the club will have their name and e-mail address shown on the club website, in the Sailing Handbook and in other publications
- Health information will be collected for the purpose of ensuring the safety of sail training
- Names of members who complete sail training will be published on the website and in literature published by the club
- Race results will be stored as a physical record until published on the Race Results system (HALCRS), Prize winners' details will also be stored as a physical record.
- Videos and photographs taken by members or volunteers may be printed and displayed as photographs within the club, used in club literature, displayed on the website and used for training purposes

- CCTV is also used for security purposes and is streamed live on the club website.

### Storage

- Health information will be securely stored as a physical record and destroyed once the sail training has completed
- Financial Information is stored as a physical record and is destroyed once the club secretary has validated that a standing order has been set up
- CCTV data are securely stored as an electronic record within the club.
- Race results are kept physically and electronically
- Race volunteering records are kept electronically on the Dutyman system. The Dutyman administrator has access to all information. Other duty holders have access to this information unless a member chooses to withhold this information by setting their preferences on the Dutyman system
- Membership details are securely stored physically (in a locked office) and electronically (in a password protected database). The club secretary and general committee have access to this information.
- All other information is securely stored physically

### Retention

- Health and information is destroyed the sail training has completed
- Financial information is destroyed once confirmation of standing order has been obtained
- CCTV data is stored for fifty days
- Dutyman is stored for up to five years.
- Race Results are stored on HALCRS for two years. Prize winners' details are stored as a physical record indefinitely.

- Membership details are kept at a minimum whilst an individual is a member of the club and thereafter until such time as the former member requests deletion.

## **Social Visitors**

General. Visitors to the club house are required to sign a guest book on arrival.

### Data collected.

The guest book contains the following information:

- Name of visitor
- Name of member accompanying them

### CCTV

Purpose. The purpose of collecting the information is to ensure compliance with licensing laws and the bye-laws of the club.

Processing. The information will be processed where there is a concern in relation to licensing laws or the bye-laws of the club, or behaviour of guests is deemed unacceptable by the general committee. The data is visible to all members and guests in the guest log book for a period of up to one year. CCTV is also used for security purposes and is streamed live on the club website.

Storage. The guest book is stored as a physical record in the clubhouse visitor log for a period of up to one year, where it may be viewed by current members of the club.

After one year the guest book is stored securely as a physical record. The information may be viewed by the secretary or the General Committee at any time.

CCTV is stored as an electronic record within the club.

Retention. The visitor and members physical data are retained for a period of 5 years. CCTV is stored for fifty days.

### **Sailing Event Visitors**

General. Sailing event visitors will submit an application form so that they can compete in an event at the club

Data collected.

- Name, address and contact details of competitors
- Details of their boat
- CCTV
- Results

Purpose. The purpose of collecting the information is to facilitate the running of the event.

Processing. The information will be processed to administer fees and to allow results to be recorded.

CCTV is also used for security purposes and is streamed live on the club website.

Storage.

The application form is stored as a physical record.

Results are published online on HALCRS ([www.halcrs.co.uk](http://www.halcrs.co.uk))

CCTV is stored as an electronic record within the club.

Retention. The application form is destroyed within one month of the event finishing. Race results are stored for two years. CCTV is stored for fifty days.

## **Subject Access Request Procedure**

Individuals who would like to view the data held by the club about them should submit an e-mail or letter to the club secretary clearly titled 'Subject Access Request'.

The club secretary will respond within one month to the request.

## **Data Breach Procedure**

Data Protection Officer to brief General Committee within 24 hours following discovery of breach.

Notify impacted individuals within 72 hours following discovery of breach outlining what data was impacted.

ICO notified within 72 hours following discovery of breach.

## **Accuracy of information**

It is the responsibility of the club member to ensure that any information held is accurate

## **Version**

Version: 1

Date: 25<sup>th</sup> May 2018