



YATELEY OFFSHORE SAILING CLUB



DATA PRIVACY POLICY

1. About this Policy

This policy explains when and why we collect personal information about our members, how we use it and 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 and as described when we collect data from you.

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.yosc.org.uk) regularly for any amendments.

We will always comply with the Data Protection Act 2018 (DPA) when dealing with your personal data. Further details on the DPA can be found at the website for the Information Commissioner (www.ico.gov.uk).

For the purposes of the DPA:

- The Controller of personal data is Yateley Offshore Sailing Club
- The Processor of personal data is the Membership Secretary

We are not required to appoint a Data Protection Officer; any enquiry relating to Data Protection may be addressed to the Honorary Secretary at the address below or by email (secretary@yosc.org.uk).

2. Who we are

We are Yateley Offshore Sailing Club (YOSC).

Our postal address for Data Protection matters is:

YOSC Membership Secretary
Sandhurst Social Club
33/35 Wellington Road
SANDHURST
Berkshire
GU47 9AW

Email: membership@yosc.org.uk

3. What information we collect and why.

See Appendix 1 for details of the information we collect, the purpose for which it is used and the lawful basis for its collection and use.

4. How we protect your personal data

We will not transfer your personal data outside the UK without your consent.

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.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data.

5. Who else has access to the information you provide us?

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 we are required to do so by law or to support secure on-line card payment.

6. 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. The table in Appendix 1 shows how long we will retain the various items of personal data we collect and why.

7. Your rights

7.1 You have rights under the DPA:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances

7.2 How to access your data

All the data we hold about you is visible to you and can be amended by you on the Club's website. If you are unable or unwilling to access your data in this way, you may raise a request with the Membership Secretary in writing at the above address or by email. We will not make any charge for this service.

7.3 How your personal information is processed

Appendix 1 explains how we process your data

7.4 How to have your personal data corrected

See Section 7.2 above

7.5 How to have your personal data erased

Your personal data will be erased when we cease to have a lawful basis for retaining it. Please see the table in Appendix 1 which explains how long we will keep your data and why.

To request that we erase your data, please write to or email the Membership Secretary.

7.6 How to object to or restrict how your personal data is processed

To request that we restrict processing of your data, please write to or email the Membership Secretary.

7.7 How to have your personal data transferred

You may request that the personal data we hold about you is provided to you or to another party of your choosing. Please make your request in writing or by email to the Membership Secretary. The data will be provided electronically in comma-separated value (CSV) format. We will not charge for this service.

8. How to Complain

8.1 In the first instance, any query or complaint about how we process your data should be addressed, in writing or by email, to the Honorary Secretary at the address above or by email (secretary@yosc.org.uk).

8.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

Tel: 0303 123 1113

<https://ico.org.uk/concerns/>

For more details, please address any questions, comments and requests regarding our data processing practices to our Membership Secretary at the address shown in Section 2 above.

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Appendix 1. Information Collection, Use and Lawful Basis

Type of Information	How the Personal Data is Processed	The Lawful Basis for Processing	Data Retention Policy
Member's Details			
Name (title, first name, surname)	The primary social identifier for the Member	Legitimate Interest. The Club's legitimate interest in communicating with Members and facilitating interaction between Members	6 months beyond termination of Membership
	The Club needs to identify Members to manage Memberships and Subscriptions	Legitimate Interest. The Club's legitimate interest in ensuring proper management and control of Memberships and collection of Subscriptions	6 months beyond termination of Membership
	If the Member uses the card payment facility on the website to pay for goods or services provided by the Club, the Member's name will be passed to the secure payment provider to facilitate the secure payment function	Legitimate Interest The Club's legitimate interest in providing a secure payments system for the Member's benefit	2 years from latest payment
Address	Required as a point of contact for delivery of any printed documentation	Legitimate Interest. The Club's legitimate interest in communicating with Members	6 months beyond termination of Membership
	Shared with other Members to facilitate interaction between Members by display on the website in areas accessible only by Members and inclusion in the Members Directory.	Consent. Consent may be withdrawn at any time by amending the Preferences setting on the Website ¹	6 months beyond termination of Membership

Type of Information		How the Personal Data is Processed	The Lawful Basis for Processing	Data Retention Policy
	Telephone Number	Optionally provided as an additional point of contact between Members, the Telephone Number is displayed on the website in areas accessible only by Members and is included in the Members Directory.	Consent. Consent may be withdrawn at any time by amending the Preferences setting on the Website ¹	6 months beyond termination of Membership
	Mobile Number	Optionally provided as an additional point of contact between Members, the Mobile Number is displayed on the website in areas accessible only by Members and is included in the Members Directory.	Consent. Consent may be withdrawn at any time by amending the Preferences setting on the Website ¹	6 months beyond termination of Membership
	Email Address	Required as a point of contact for delivery of any electronic communications	Legitimate Interest. The Club's legitimate interest in communicating with Members	6 months beyond termination of Membership
		If the Member uses the card payment facility on the website to pay for goods or services provided by the Club, the Member's email address will be passed to the secure payment provider to facilitate the secure payment function	Legitimate Interest The Club's legitimate interest in providing a secure payments system for the Member's benefit	2 years from latest payment
		The Member's email address is displayed on the website in areas accessible only by Members and is included in the Members Directory.	Consent. Consent may be withdrawn at any time by amending the Preferences setting on the Website ¹	6 months beyond termination of Membership
	Photograph	Optionally provided as a means of identification between Members, the Photograph is shared by display on the website in areas accessible only by Members and may be included in publications distributed to Members.	Consent. Consent may be withdrawn at any time by deleting the photograph from the Website ¹	6 months beyond termination of Membership

Type of Information		How the Personal Data is Processed	The Lawful Basis for Processing	Data Retention Policy
	Signature	The Member's Signature will be requested at each formal meeting of the club as evidence that the required number of Members is present.	Legitimate Interest Our legitimate interest in demonstrating to the membership that the management of the Club is compliant with Club rules	2 years. Retention is required in case any member questions the validity of the meeting.
Family Member's Details				
	Name (title, first name, surname)	The primary social identifier for the Family Member	Legitimate Interest. The Club's legitimate interest in communicating with Members and facilitating interaction between Members	6 months beyond termination of Membership
	Telephone Number	Optionally provided as an additional point of contact between Members, the Telephone Number is shared by display on the website in areas accessible only by Members	Consent. Consent may be withdrawn at any time by deleting the information from the Website ¹	6 months beyond termination of Membership
	Mobile Number	Optionally provided as an additional point of contact between Members, the Mobile Number is shared by display on the website in areas accessible only by Members	Consent. Consent may be withdrawn at any time by deleting the information from the Website ¹	6 months beyond termination of Membership
	Email Address	Optionally provided as an additional point of contact between Members, the Email Address is shared by display on the website in areas accessible only by Members	Consent. Consent may be withdrawn at any time by deleting the information from the Website ¹	6 months beyond termination of Membership
	Photograph	Optionally provided as a means of identification between Members, the Photograph is shared by display on the website in areas accessible only by Members and may be included in publications distributed to Members.	Consent. Consent may be withdrawn at any time by deleting the photograph from the Website ¹	6 months beyond termination of Membership

- ¹ If a Member is unable or unwilling to access the website in order to amend details or remove consent, a written or email request should be made to the Membership Secretary who will arrange for this to be done on the Member's behalf.