

# Dale Yacht Club Data Privacy Policy



## 1. About this policy:

- 1.1 This policy explains when and why Dale Yacht Club collect personal information about our members and mooring holders, 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.daleyachtclub.org](http://www.daleyachtclub.org)) 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](http://www.ico.gov.uk)). For the purpose of the GDPR, we will be the “Controller” of all personal data we hold about you.

## 2 Who are we?

- 2.1 We are Dale Yacht Club and operate the Dale Voluntary Control Body. We can be contacted at Dale Yacht Club, Dale, Haverfordwest, Pembrokeshire SA62 3RD: [daleyachtclub@gmail.com](mailto:daleyachtclub@gmail.com) 01646 636362.

## 3 Information we may collect and why

TYPE OF INFORMATION	PURPOSES	LEGAL BASIS OF PROCESSING
Member's name, address(es), telephone numbers, e-mail address(es)	Managing the members' membership of the Club, managing duty rosters (e.g. safety boat), managing fundraising activities	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 members' and their dependants' membership of the Club	Performing the Club's contract with the member for the purposes of our legitimate interests
Date of birth/age related information	Managing membership categories which are age related	Performing the Club's contract with the member for the purposes of our legitimate interests
Member's name, boat name, boat class, and sail number (where applicable)	Managing race entries and race results Sharing race results with other Clubs, class associations, and the RYA, and providing race results to local and national media Allocating tender parking spaces, and dinghy spaces	For the purposes of our legitimate interests in holding races for the benefit of members of the Club For the purposes of our legitimate interests in promoting the Club For the purposes of our legitimate interests in operating the Club
Bank account details of the member or other person making payments to the Club	Managing the members' and their dependants' membership of the Club, the provision of services and events	Performing the Club's contract with the members

TYPE OF INFORMATION	PURPOSES	LEGAL BASIS OF PROCESSING
Member's name and email address(es)	Passing to the RYA for the RYA to conduct surveys of members of the Club (and members of other Clubs affiliated to the RYA) The surveys are for the benefit of the Clubs (and other clubs) and/or the benefit of the RYA	For the purposes of our legitimate interests in operating the Club and/or the legitimate interests of the RYA in its capacity as the National Body for all forms of boating
Members' relevant qualifications	Ensuring that only appropriately qualified members undertake such duties as Safety Boat and Sailing Tuition	For the purpose of ensuring the safety of Members undertaking activities.
Digital images and other pictures of Members	For use on the Club Website, Press Releases and other forms of promotion of the Club	Consent. Images etc. will only be used where the individual(s) involved have given specific consent for their images to be stored and used.
Mooring holder's name, address(es), telephone numbers, email address(es) and details of any other (shared) owner	Managing the Moorings and Mooring Holders.  Undertaking the administration of the Moorings with respect to Milford Haven Port Authority (MHPA) and Crown Estates	Performing the Club's contract with the Mooring Holder  Performing the Club's Legitimate Contract with MHPA and Crown Estates
The Mooring Holder's boat(s) details	Managing the Moorings and Mooring Holders.  Undertaking the administration of the Moorings with respect to Milford Haven Port Authority (MHPA) and Crown Estates	Performing the Club's contract with the Mooring Holder  Performing the Club's Legitimate Contract with MHPA and Crown Estates
The Insurance held by the Mooring Holder in respect of the boat(s)	Managing the Moorings and Mooring Holders.  Undertaking the administration of the Moorings with respect to Milford Haven Port Authority (MHPA) and Crown Estates	Performing the Club's legitimate contractual responsibilities to MHPA and other Mooring Holders
Mooring Holder's name, address(es), telephone numbers, e-mail address(es), boat details, and details of any other (shared) owner	To enable emergency services, and other appropriate organisations to contact the Mooring Holder in case of vessel damage, swamping, breakaway or personal accident.	To legitimately safeguard the interests of the Mooring Holder

#### 4 How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA 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 when 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 to 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 in paragraph 5.2. below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and sub-contractors to us for the purpose of completing tasks and providing services to you on our behalf (e.g. printers). However, we disclose only the personal data that is necessary for the third party to deliver the service.

**6 How long do we keep your information?**

- 6.1 We will hold your personal data on our systems for as long as you are a Mooring Holder and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal information each 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.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

**7 Your rights**

- 7.1 You have rights under the GDPR
  - 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 another business in certain circumstances
- 7.2 You have the right to take any complaint about how we process your personal data to the Information Commissioner at the Information Commissioner’s Office:

Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire SK9 5AF

Website: <https://ico.org/concerns/>  
 Telephone: 0303 1213 1113

For more details, please address any questions, comments and requests regarding our data processing practises to the Dale Yacht Club Secretary.

Policy is approved by the Dale Yacht Club Committee.

Approved	February 2018
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