

SOUTH CAERNARVONSHIRE YACHT CLUB LIMITED

DATA PRIVACY STATEMENT

1. Who are we?

We are South Caernarvonshire Yacht Club Limited (SCYC). We can be contacted at The Headland, Abersoch, Gwynedd, LL53 7DP, by email at info@scyc.co.uk and by telephone on 01758 712338.

2. About this statement

This statement explains when and why we collect personal information about our members, about other competitors in sailing events run by SCYC and about employees, 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 Statement and as described when we collect data from you.

We reserve the right to amend this Data Privacy Statement from time to time without prior notice. You are advised to check our website www.scyc.co.uk regularly for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulations (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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

3. What information we collect and why

Information on members

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, email address	Managing the Member's membership of the Club. Managing the duty roster	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club
	Production of Members' List – names only – for display on Club premises for the purpose	Performing the Club's contract with the Member

	<p>of policing access to Club premises</p> <p>Sending marketing communications to the Member</p>	<p>Consent. We will seek the Member's consent on the membership application form and at each membership renewal and the member may withdraw their consent at any time by contacting us by email or by letter</p>
<p>The names and ages of the Member's dependants</p>	<p>Managing the Member's and their dependants' membership of the Club</p>	<p>Performing the Club's contract with the Member</p>
<p>Date of birth</p> <p>Relationship /family status</p>	<p>Managing membership categories which are related to age or relationship/family status</p>	<p>Performing the Club's contract with the Member</p>
<p>Boating qualifications</p> <p>Other relevant skills</p>	<p>Managing the provision of services necessary for the operation of the Club</p>	<p>Performing the Club's contract with members</p>
<p>The member's name, boat name and sail number</p>	<p>Managing race entries and race results</p> <p>Sharing race results with class associations and providing race results to local and national media</p> <p>Publishing boat and ownership details in the Club's annual Blue Book</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the Club</p> <p>For the purposes of our legitimate interests in promoting the Club</p> <p>Consent. We will seek the Member's consent on the membership application form and at each membership renewal and the member may withdraw their consent at any time by contacting us by email or by letter</p>
<p>Records of the member's purchases from the bar using the membership card</p>	<p>Managing the membership card system and resolving any queries over card usage</p>	<p>Performing the Club's contract with members</p>

Photos and videos of members and their boats	Putting on the Club's website and social media pages and using in press releases and other marketing material	Consent. We will seek the Member's consent on the membership application form and at each membership renewal and the member may withdraw their consent at any time by contacting us by email or by letter.
--	---	--

Information on non-member competitors in SCYC hosted/open events

Type of information	Purposes	Legal basis of processing
Competitor's name, address, telephone numbers, email address	Managing the competitor's participation in the event Notifying the competitor of future sailing events	Performing the Club's contract with the competitor. For the purposes of our legitimate interests in operating the Club Consent. We will seek the competitor's consent on the event entry form and the competitor may withdraw their consent at any time by contacting us by email or by letter
Emergency contact details	Contacting the next of kin in the event of emergency	Protecting the competitor's vital interests and those of their dependants
Date of birth if aged under 18	Ensuring that minors' interests are protected	Legal obligation
The competitor's name, sailing club, boat name, rating and sail number	Managing race entries and race results Sharing race results with class associations and providing race results to local and national media	For the purposes of our legitimate interests in holding races for the benefit of competitors in events organised by the Club For the purposes of our legitimate interests in promoting the Club
Insurance policy and number	Safeguarding competitors in the event	Performing the Club's contract with competitors

Photos and videos of competitors and their boats	Putting on the Club's website and social media pages and using in press releases and other marketing material	Consent. We will seek the competitor's consent on the event entry form and the competitor may withdraw their consent at any time by contacting us by email or by letter
Records of the competitor's purchases from the bar using the pre-paid bar card	Managing the bar- card system and resolving any queries over card usage	Performing the Club's contract with competitors

Information on employees

Type of information	Purposes	Legal basis of processing
Name, address, telephone numbers, email address, National Insurance number, bank account details, pay-rate	Managing the employee's payroll Contacting seasonal staff about future employment	Performing the Club's contract with the employee Consent. We will seek the seasonal employee's consent on the New Starter form and the seasonal employee may withdraw their consent at any time by contacting us by email or by letter

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.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

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 which might expose you to serious risk.

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

Members' and competitors' personal data and payments are processed on WebCollect, a system used under licence by the Club to manage membership and process payments. WebCollect acts as Data Processor for the Club and our contract with them requires them to keep your information secure and not to use it for their own purposes. 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 explained in this Privacy Statement.

6. How long do we keep your information?

Unless you give us consent to hold it for longer, we will only keep your personal data for as long as is necessary for the purpose(s) for which it was obtained and we have a lawful basis for holding it, or to comply with our legal obligations.

We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another business in certain circumstances

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

www.ico.org.uk/concerns/

0303 123 1113

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

Contact

For more details, please address any questions, comments and requests regarding our data processing practices to:

The Club Secretary
South Caernarvonshire Yacht Club Limited
The Headland
Abersoch
Gwynedd LL53 7DP

info@scyc.co.uk