

General Data Protection Regulations – Killingworth Model Yacht Club

The new General Data Protection Regulation effective from 25 May 2018 affects every organisation which holds or processes personal data. This document sets out how Killingworth Model Yacht Club complies with the GDPR.

This privacy policy explains when and why we collect personal information about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

The legal basis for processing personal data is that it is necessary to enable the club to fulfil its contractual obligations and provide membership services.

Killingworth Model Yacht Club is not required to appoint a Data Protection Officer; the responsibility for compliance with the GDPR rests with the Club Secretary, whose contact details are available on the Killingworth Model Yacht Club.

This policy statement will be added to the club constitution and issued individually to all members. Upon joining the club all new members will be given a link to the location of the policy. Any material changes to the policy statement during the year will be notified as required.

By becoming a member of the Club, members are agreeing to be bound by this policy.

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How do we collect information about you?

We obtain information about you when you apply to become a member of the club. This may be done by email, completion of a form, by telephone or in person.

What type of information is collected about you?

The personal information the club collects is the minimum necessary to fulfil its contractual obligations, i.e. your name, postal address, email address and telephone number(s), emergency contacts and associated details.

How is your information used?

The club may use your information to:

- process your membership application/renewal;
- carry out our obligations arising from your membership;
- seek your views on matters relating to the club or the sailing of radio control model yachts;

- send you communications which you have requested or that the club thinks might be of interest to you, such as information about meetings, events at the club sites or elsewhere, or forwarding information from the Model Yachting Association and to notify you of changes to our services.

How long do we retain your information?

The club will hold your personal information for as long as necessary to carry out its obligations in relation to your membership. Where an individual's membership lapses, their information will be kept securely for six months after which time it will be deleted.

Who has access to your information?

The club will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Members of the club may also be members of the Model Yachting Association, by joining the club you give consent for your personal data to be shared with the MYA to enable provision of their services where appropriate. The MYA's privacy policy can be found at: <https://mya-uk.co.uk/privacy-policy/>

Please be reassured that we will not release your information to third parties beyond the club unless we are required to do so by law, for example by a Court Order for the purpose of preventing fraud or other crime.

How can you access and update your information?

The accuracy of your information is important to us. You can check the information we hold is correct by emailing, calling or writing to the Club Secretary whose contact details are shown on the club website.

What are your rights?

Under the GDPR, as it applies to the club, you have the right to:

Access - you have the right to confirmation as to whether we process your personal data and, where we do, access that data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients. Providing the rights and freedoms of others are not affected, we will supply you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. You can access your personal data by emailing, calling or writing to the Club Secretary whose contact details are at the end of this document.

Rectification - you have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of processing, to have any incomplete personal data about you completed.

Erasure - in some circumstances, you have the right to the erasure of your personal data without undue delay, for example when the personal data is no longer necessary in relation to the purposes for which the data was collected or otherwise processed; or you are no longer a club member and do not want the data to be retained for our standard six months. Please note, a request for erasure for a current member would require that member to forfeit their membership as the data is necessary for the club to fulfil its obligations.

Restrict processing - in some circumstances you have the right to restrict the processing of your personal data, for example: where you contest the accuracy of the data; processing is unlawful but you oppose erasure; or we no longer need the personal data for the purposes of our processing, but you require your personal data for the establishment, exercise or defence of legal claims and you have objected to processing, pending verification of that objection. Where processing has been restricted on this basis, we may continue to hold the data; however, we will only otherwise process it, with your consent, for: the establishment, exercise or defence of legal claims; the protection of the rights of another natural or legal person; or for reasons of important public interest.

Portability - you have the right to receive your personal data in a structured, commonly used and machine readable format; you can also ask the club to transmit your data directly to another data controller.

Object to processing - you have the right to object to the club processing your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for that purpose.

Complain - if you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk>

You may exercise any of your rights in relation to your personal data by written notice (email or letter) to the Club Secretary whose contact details are on the main website.

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