

## DATA PRIVACY POLICY UPTON WARREN SAILING CLUB

### 1. About this Policy

- 1.1 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.
- 1.2 We may 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.uwsc.co.uk](http://www.uwsc.co.uk) or our Club noticeboard 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 purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- 2.1 We are Upton Warren Sailing Club who sail at Aztec Adventure Upton Warren Centre. We can be contacted through our website [www.uwsc.co.uk](http://www.uwsc.co.uk)

### 3. What information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Member's name, address, telephone numbers, e-mail address(es)	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.
Committee Member's name, positions held and dates	Managing the Club	For the purposes of fulfilling legal obligations as Officers of the Club
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related.	Performing the Club's contract with the Member.
Gender	Managing the entries for race series which are gender related  Reporting diversity data to RYA and Sports Councils	Performing the Club's contract with the Member.  For the purposes of the legitimate interests of these bodies in their role of supporting boating /sports in the UK
Member's relevant qualifications and experience	Managing the Club's duty roster	For the purposes of our legitimate interests in operating the Club.
The Member's name, boat name and sail number	Managing race entries and race results.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club.

	<p>Posting race results on the Club website. Sharing race results with other clubs, class associations, and the RYA.</p> <p>Allocating boat park spaces. Providing a plan to our landlord Aztec Adventure, showing the boat in each space</p>	<p>For the purposes of our legitimate interests in promoting the Club.</p> <p>For the purposes of our legitimate interests in operating the Club and the legitimate interests of Aztec Adventure in managing their Upton Warren site</p>
Photos and videos of members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application or renewal form and the Member may withdraw their consent at any time by contacting us by e-mail.
Member's name and photograph	Displaying in a hard copy handbook available to members during Club sessions	Consent. We will seek the Member's consent on their membership application or renewal form and the Member may withdraw their consent at any time by contacting us by e-mail
The Member's name telephone number and e-mail address	Creating and managing the Club's online Membership Directory accessible within DutyMan	Consent. We will seek the Member's consent on their membership application form or renewal form. The Member may withdraw their consent at any time by contacting us by e-mail to tell us that they no longer wish their details to appear in the Membership Directory.

**4. How we protect your personal data**

- 4.1 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.
- 4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 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 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 paragraph 5.2 and 5.3 below.

5.2 We may share your personal data with Aztec Adventure for the purposes of its legitimate interests in managing users of its Upton Warren site. This will be done on an individual needs basis.

5.3 We share your name, telephone number(s) and email address with DutyMan for duty management processing. Please see this link for their statements about privacy and security  
<https://dutyman.biz/Privacy/>

## 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 member of the Club and for four months after your last unpaid membership fee fell due. We will review your personal data then and every following year. If we decide we need to retain it to comply with future legal obligations such as the defence of legal claims, we will continue to store your personal data in archive form. If in our judgement, this is not the case, your personal data will be removed from the current or archive database.

6.2 If on resignation, you ask to be included in our database of Social Members, who continue to be advised of Clubs social events, then we will continue to store your name and email address in the current database. Your details will continue to remain in this database until you ask for them to be deleted.

6.3 Records of your race positions and trophies awarded will be retained in the Club archives both while you are a Member and after you have resigned your membership of the Club.

## 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 to another business in certain circumstances.

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

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

0303 123 1113.

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

For more details, please address any questions, comments and requests regarding our data processing practices to the Membership Secretary in their capacity as our Data Protection Manager ([membership@uwsc.co.uk](mailto:membership@uwsc.co.uk))