

Lymington River Scow Class Association Data Privacy Policy

Version History

Date	Revision	Change
12/05/2018	1	Initial Version

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 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 [<http://lymingtonriverscow.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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. What information we collect and why.

Held By	Type of Information	Purpose of holding the information	Used For
Secretary	<ul style="list-style-type: none"> Member’s name Address(es), email address(es), Phone number, Boat names(s) Boat number(s) Clubs Member type (full, associate and honorary) Photos to be included in year book 	Managing the Member’s membership of the Association	<ul style="list-style-type: none"> Email correspondence Posted correspondence (mainly new member documents and year book) To facilitate the printing of the year book To maintain the association’s boat list (published on the web site) To produce list of members for AGM sign in sheets To produce list of members for Championships Passing new member names and boat details to the Newsletter editor
Treasurer	<ul style="list-style-type: none"> Member’s name Member type (full, associate and honorary) Payment method, amount & date <p>(note member’s bank details are not held but will appear on the LRSCA’s bank account</p>	Managing the Member’s membership of the Association	<ul style="list-style-type: none"> To maintain list of paid members To inform the Secretary about members not paid – to remind and ultimately lapse and remove To produce list of paid members for buoyancy

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	statement)		testing <ul style="list-style-type: none"> To compile annual accounts (amounts only)
Archivist	<ul style="list-style-type: none"> Member's name member type (full, associate and honorary) Payment method, amount & date 	Archiving monthly accounts	<ul style="list-style-type: none"> Retrieving historical data in the event of computer failure.
Measurer	<ul style="list-style-type: none"> Member's name Address(es), Boat names(s) Boat number(s) Boat measurement details Buoyancy test details Member type (full, associate and honorary) 	Maintaining the boat register	<ul style="list-style-type: none"> To produce and send new and updated certificates To produce list of boats and buoyancy tests for the Championships
Webmaster	<ul style="list-style-type: none"> Photos Videos Boat list from the Secretary Articles, newsletters and minutes for publication which may contain member names and boats Race Results containing names and boat numbers 	Maintaining the LRSCA Web Site	<ul style="list-style-type: none"> To publish the LRSCA boat list online To publish articles, newsletters, minutes and race results
Newsletter Editor	<ul style="list-style-type: none"> Photos Names and boat details of new members 	Publish the LRSCA quarterly newsletter	<ul style="list-style-type: none"> To inform existing members about new members and their boats To publish articles which may include member names and photos

3. How we protect your personal data

3.1 With the exception of the Yearbook we will not transfer your personal data outside the Association without your consent.

3.2 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.

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

3.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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

4.1 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 4.2 below.

4.2 We pass your details to the Yearbook printing company. Currently this is Smiths Printers in New Milton. A print ready file is securely supplied to them. The print file is destroyed once the printing has been completed and accepted by the LRSCA

5. How long do we keep your information?

5.1 We will hold your personal data on our systems for as long as you are a member of the Association and for as long afterwards as it is in the Associations' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every 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.

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

6. Your rights

6.1 You have rights under the GDPR to :

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

6.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> or 0303 123 1113 or write to 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 Hon Treasurer. LRSCA