



Shearwater Sailing Club

Data Protection and Privacy Policy Statement.

1.1 POLICY OPERATION DATE: 15/01/2008

1.2 DATE INITIALLY APPROVED BY COMMITTEE: 15/01/2008

1.3 POLICY REVIEW DATE: Ongoing

Amendments: 03/07/17 Word 'recreational' added to section3 to reflect updated I.C.O. guidance.

2. **PURPOSE OF POLICY:** To comply with the law, follow good practice, protect the interests of club members and protect the interests of the club.

3. **SCOPE OF POLICY:** This policy applies to personal information relating to members of Shearwater Sailing Club held by and on behalf of the club. It is essential for the effective running of the club that certain personal information appertaining to the membership is held. This will comprise only the basic information submitted by the member on the standard club membership application or renewal form.

As a 'not for profit' recreational organisation the club is exempt from registering with the Information Commissioner but must still comply with the provisions of the Data Protection Act 1998.

4. **DATA CONTROLLER:** Shearwater Sailing Club is the data controller. On joining or re-joining the club a member must accept that the club committee runs the club on a voluntary basis therefore all personal information held by the club will in fact also be held on behalf of the club by certain individual committee members who will be appointed from time to time. Most notably this will be the Commodore, Honorary Secretary, Membership Secretary, OIC Dinghy Park, OIC Duties, Treasurer and any other committee member having grounds to hold the information for the efficient running of the club or the holding of club events.

5.1 **DATA PROTECTION PRINCIPALS:** Shearwater Sailing Club and members of the club committee are committed to the principals of the Data Protection Act 1998. All personal information will be processed fairly and lawfully, shall be held only for the purpose of running the club and shall be adequate and relevant and not excessive for this purpose. The information will be accurate and kept up to date and not kept for longer than necessary. Due care will be taken to safeguard the information and it will not be disclosed to any third party other than as mentioned below at 5.2 without the consent of the individual member unless this is required by law. The Data Protection Act 1998 covers both computer-based and written records.

5.2 STANDING DISCLOSURE TO LONGLEAT ESTATE: As a condition of the operation of the club upon Shearwater Lake the Longleat Estate Office requires the club to supply and update them with a list of member's names and boat / sail numbers. The Longleat Estate will in turn be bound to treat this information in accordance with the principals of the Data Protection Act 1998. Club members must accept this disclosure as a condition of membership.

5.3 MEMBERS CONTACT LIST: The club will circulate a contact list of member's names, telephone numbers and email addresses only to other club members for the purposes of social contact, exchange of duties etc. Should a member wish to opt out of this the appropriate box on the application / renewal form must be endorsed or the membership secretary notified.

5.4 DUTY DAY NOTICES: When sending out duty day notices (usually to the four members of a duty team) it is customary for the telephone numbers of the duty team to be included and email addresses (if this method of distribution is used) to be readable. Should a member not wish to have their contact details advised to the other members of the duty team in this manner the membership secretary must be notified at the time of joining or renewal or the OIC Duties advised if after this time.

5.5 UPDATE OF MEMBERSHIP INFORMATION: The Membership Secretary should be advised of any updates or changes to personal information (change of name or address etc.) or any other information relating to the members application or renewal that they wish to bring to the attention of the club. Any change of boat details should be notified to the OIC of the Dinghy Park and boat registrations.

6.1 DATA PROTECTION OFFICER: Any request from a member for access to data held about them by the club should be made to the Data Protection Officer. Should any request for information be made by any third party (not the data subject) be received by any club member or committee member, this request should be referred to the Data Protection Officer. This will include requests from any law enforcement or similar agency; it will be incumbent upon the Data Protection Officer to ensure that no unlawful disclosure of information is made.

6.2 The Data Protection Officer is: Jon Rawson, Telephone 01985 300259 email rawson@blueyonder.co.uk