

# Peterhead Sailing Club

## Data Protection Policy

### Definitions

**Personal data** is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.

**Data protection** is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### Responsibility

Overall responsibility for data protection lies with the committee who are responsible for overseeing activities and ensuring this policy is upheld.

All members and volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the club.

### Our Policy

Peterhead Sailing Club needs to keep personal data about its committee, members, volunteers and visitors in order to carry out club activities.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.

We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

We will only collect, store and use data for:

- purposes for which the individual has given explicit consent, or
- purposes that are in our our group's legitimate interests, or
- contracts with the individual whose data it is, or
- to comply with legal obligations, or
- to protect someone's life, or
- to perform public tasks.

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

We will endeavour to keep personal data up-to-date and accurate.

We will store personal data securely.

We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

## **General procedures**

Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the GDPR.

When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

## **Mailing list**

We will maintain a mailing list. This will include the names and contact details of people who wish to receive information about club activities including those of affiliate member organisations.

We will not use the mailing list for any other purpose without obtaining consent

We will provide information about how to be removed from the list with every mailing.

We will use mailing list providers who store data within the EU.

## **Membership**

We will maintain records of contact details, boats and equipment stored at the club and payments made as necessary for administration of membership fees and boat parking charges. Membership records will be reviewed annually so that only data on current members or individuals with boats or equipment stored at the club will be retained.

All Peterhead Sailing Club activities are facilitated by members.

We will maintain a list of contact details of our members along with relevant skills and qualifications so that these can be matched with those needed for particular duties. We will share volunteering opportunities and requests for help with the people on this list.

This list will be reviewed annually so that only current members are included on the list.

To allow members to work together in organising club activities, it is sometimes necessary to share member contact details with other members. We will only do this with explicit consent.

We will include a privacy notice on our membership form which explains why we hold information, what we are using it for, how long we will keep it, and who to contact to have it deleted or amended.

### **Website and Social Media**

The club will make use of a website and social media to communicate with members and interested parties, recruit new members, promote our activities and build links with the wider sailing community. Members consent to share photographs will be obtained annually at membership renewal and can be withdrawn at any time on request.

### **Committee Members**

The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.

Committee contact details will be shared between committee members.

Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Peterhead Sailing Club business, without explicit consent.

### **Who to contact**

For all matters relating to this policy and procedure please contact the club secretary at the email address below

[secretary@peterheadsailingclub.org](mailto:secretary@peterheadsailingclub.org)

### **Review**

This policy will be reviewed annually

Last updated 25/2/2021