



31st March 2025

WWYC/PD/005 Rev 0

Data Privacy GDPR Policy

-  North Fambridge,
Chelmsford, CM3 6LU
-  info@ww-yc.co.uk
-  www.ww-yc.co.uk

WWYC- Data Privacy GDPR Policy

At WWYC we are committed to facilitating and promoting the sport of sailing and Motor Cruising. In order to do this, we collect and use personal data in line with the General Data Protection Regulations (GDPR) effective 25th May 2018. An important change under these new regulations is provision of a clear Data Privacy Policy (this document) to explain how we collect and use personal information.

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and instructors, how we use this information, how we keep this information 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.

1.3 We reserve the right to amend this data protection policy from time to time without prior notice. You are advised to check the website or notifications for any amendments.

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on GDPR can be found at the website www.ico.gov.uk. For the purposes of GDPR, WWYC will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are West Wick Yacht Club ('WWYC, 'the club') and can be contacted at: Church Road North Fambridge Essex CM3 6LR Email: info@ww-yc.co.uk

3. Why do we collect and use members' information?

By 'Member' we include all categories of WWYC membership as defined in the club rules. We collect and use information to:

- Administer membership and boat records and collect Annual Subscription fees due.
- Contact members to keep them informed of events and activities at the club, including committee meeting, AGM or other formal commitment.
- Administer and notify members of their duties
- Publish race results
- Publish the year Almanac that includes details of officers, Management committee.
- Gathering data regarding member's skills.

4. What information do we collect or receive?

Type of Information Purpose Member's name, address, telephone numbers, email address, boat information, partners and dependants, ages/DOB.

Managing the membership of the club of the members and the member's dependants within the various membership categories.

Managing Sharing news, information and events with club members

Emergency contact details Contacting next of Kin in event of emergency

Gender to ensure provision of adequate facilities.

Help with reporting diversity information to the Member's name, boat and sail number

Managing race entries and results and prizes.

Sharing results of races on Social media and photos Use on club website, social media pages

In addition, for the purposes of hosting Open events and entrants by non-club members, relevant information from all attendees will be collected to safely run and report results of each event.

5. Where is the information kept?

Information is stored either electronically on computer hard drive of appointed officers, or club computer hard drive and/or 'Cloud'. Paper information is stored at home of club officers. All information is stored under the supervision of the appointed club officers.

6. How we protect your data

6.1 Generally accepted standards of password protected technology and operational security are used in order to protect electronic personal data from loss or misuse.

Please note that information transfer over the internet can never be guaranteed to be 100% secure

6.2 WWYC will notify you promptly in the event of any breach of your personal data which might expose you to risk

6.3 We will minimise data collection to only collect personal information that is required to help the safe and effective operation of the club.

7. Who do we share information with?

7.1 WWYC will never sell your personal data or share with any 3rd parties without your prior consent with the exception of the below (paragraph 7.2).

7.2 We may pass your personal data to carefully selected 3rd parties for the purposes of completing tasks on your behalf (e.g. print newsletters / mailings / member surveys). In these occasions, only the personal data required to complete that task will be shared.

7.3 We share information within the club for operational or need to know basis with appropriate members as follows:

- Appropriate medical information may be seen by a Race officer responsible for safety of the event.
- To communicate with members e.g. newsletters, Almanac and Programme of Events

8. How long do we keep your information?

8.1 We will hold your personal information on our systems for as long as you are a member of the club. We will review personal data stored and collected each year at Application Renewal to ensure we are still entitled to hold it.

8.2 Membership details will be held for the year of your membership and updated each year on renewal as appropriate. When your membership lapses, we will within a reasonable time of the lapse, delete your electronic personal details / shred paper membership details e.g. reasonable time allows sufficient time to confirm completion of any unpaid fees, boat storage. We may also contact members leaving the club to invite them to participate in a short leaver's survey. The intent of this is to understand if the club needs to operate in a different or better way. There is no obligation to respond, and there will be a separate short statement regarding consent.

8.3 Entry information collated from Open events will be kept for up to 2 weeks for the purposes of any required contacts post event e.g. results / lost property etc. The secretary will be responsible for ensuring all personal information from open events is then destroyed.

Your rights

9.1 You have rights under GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself

1.

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 Secretary Info@ww-yc.co.uk