



## 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and instructors, 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 [www.southbanksailingclub.co.uk](http://www.southbanksailingclub.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 South Bank Sailing Club (SBSC). We can be contacted at:

- Tel: 020 8788 9786 Email: [contactus@southbanksailingclub.co.uk](mailto:contactus@southbanksailingclub.co.uk)
- Address: The Towpath, Embankment, Putney, London SW15 1LB

## 3. What information we collect and why.

Type of Information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, email addresses.	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.
Emergency / contact details	Contacting next of kin in the event of an emergency	
Date of birth	Administering the Power Boat 2 Course Certificate	Performing the Club's contract as a RYA PB2 training centre.
Gender	Reporting information to the RYA	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.



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The Member's name, boat class(es) and sail number.	Managing race entries and race results.	For the purposes of our legitimate interests in holding races for the benefits of the members of the Club.
	Reporting aggregate data to the RYA.	For the purposes of our legitimate interests in promoting the Club and the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
	Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.	
	Allocating boat yard spaces.	For the purposes of our legitimate interests in operating the Club.
Photos and videos of members and their boats.	Putting on the Club's website and social media pages and using in press releases.	<b>Consent.</b> We will seek the Member's consent on their membership application form and each membership renewal form. Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address(es).	Creating and managing the Club's Membership List.	<b>Consent.</b> We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership List.
	Passing to the RYA for the RYA to conduct surveys of members of the club (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the Club (and other clubs) and/or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Club and/or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.



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

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorized alteration or destruction.

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

4.4 For any payments which we take from you online we will use a recognized online secure payment system.

4.5 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.

#### **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 as long afterwards 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 to be able to comply with future legal obligations e.g. compliance with the defense of legal claims.

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

#### **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.

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/> Tel: 0303 123 1113.  
Address: Information Commissioner's Office. Wycliffe House, Water Lane,  
Wilmslow, Cheshire SK9 5AF

**Please address any questions, comments and requests regarding SBSC's data processing practices to: The Club Commodore / Vice Commodore  
Email: [contactus@southbanksailingclub.co.uk](mailto:contactus@southbanksailingclub.co.uk)**