

EAST ANGLIAN CRUISING CLUB

GENERAL DATA PROTECTION REGULATIONS 2018

PRIVACY POLICY

This Policy explains when and why we collect personal information about people who visit our website or join our sailing club, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By joining our club and accessing the various areas of our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to (secretary@ea-cc.org) .

Who are we?

We are the East Anglian Cruising Club [EACC]. The Club is affiliated to the Royal Yachting Association [RYA] and its purposes are to encourage participation in, provide facilities for and promote the amateur sport of sailing and boating in the Norfolk Broads and the wider community.

How do we collect information from you?

We obtain information about you when you contact representatives of the Club or use our website. For example, when you contact us about applying for membership, paying your membership subscription, checking out the fixtures lists for club events, buying club regalia, or simply participating in EACC events and regattas.

What type of information is collected from you?

The personal information we collect might include your name and those of your family members in full time education including college or university, your postal and email addresses, race results and photographs of you and your family participating in club activities. If you are a member of the Club, we may in future hold details of a nominated bank account through which you pay your annual subscription or mooring fees, or purchase regalia from us. We may hold information concerning the boats that you own, with whom those are insured and about related safety issues such as Boat Safety Scheme Certifications and the payment of Broads Authority Tolls.

We do not currently collect or process payment card information.

How is your information used?

We may use your information to:

- Process a subscription or donation that you have made and process orders for regalia that you have requested;
- Process regatta entry fees or payments for attending Club events;
- Carry out our obligations arising from any contracts entered into by you and us;
- Seek your views or comments on Club activities and the facilities we provide;
- Notify you of changes to our structure, membership fees, facilities etc;
- Send you communications and newsletters about the Club that may be of interest to you;
- Record race and series results and keep track of club trophies;
- Provide results to other clubs and class associations for handicapping and series results purposes;
- Supply results and reports to the press and for other promotional purposes, or
- Inform the club's historical records.

How long will your data be kept?

We will review our retention periods for personal information on a regular basis.

We will hold your personal information on our systems only for so long as is necessary for the relevant activity, or so long as is set out in any relevant contract you hold with us.

If you cease to be a member of EACC for any reason we shall return to you or securely destroy any personal data with which you have provided us as soon as practicably possible following the Club becoming aware of the fact.

Who has access to your information?

As a member of EACC we may publish your name, postal and email address and telephone number (*not included in the White Book*) to other members of the Club via a directory of members, currently known as the White Book.

We may pass your information to our members for the purposes of completing tasks and providing services to you on our behalf (for example for processing subscriptions and sending you Club business mailings). If we do so we disclose only the personal information that is necessary to deliver the service and we have a policy or contract in place that requires them to keep your information secure and not to use it for their own purposes.

We will also release your information to third parties such as class associations for handicapping or series result purposes and to others if we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We will not however sell or share your information with third parties for marketing or other commercial purposes.

Your choices

EACC regularly maintains its website and takes the view that members, parents and guardians should be aware of the guidelines within which EACC operates in publishing material on the website. EACC disseminates information, especially concerning club activities, news, member and junior member participation through its website. This information may include reports and articles prepared by club officials, committee members, volunteers, parents, or guardians which may make reference to individuals. It may also include, on occasions, photographs taken of sailing and non-sailing action shots, team groupings, or social activities.

EACC is conscious of the need to act responsibly in its use of the website and adheres strictly to the few simple rules set out below:

Personal information will not be reproduced on the web site without prior consent.

No references will be made to any child's personal information or home address.

No photographs that are in any other way inappropriate will be permitted to appear.

All material provided for inclusion on the EACC web site will be subject to review and editing by the EACC Webmaster to ensure compliance with EACC website policy.

If in the view of the EACC Webmaster any doubt exists as to the suitability of material supplied to be included on the website, it will either be discarded or used only after obtaining relevant permission.

EACC is however equally concerned that the undoubted fun that young members derive from being able to read and see photographs of their own activities is not spoiled. EACC therefore does not wish to be unnecessarily restrictive and seeks to apply a common sense approach.

You have a choice about whether or not you wish to agree to provide information to us under the terms of this Statement. If you do not want to do that then you can so indicate by following the instructions at its end. Bear in mind when completing your choice that it will be difficult or impossible to properly administer your membership if you opt out of having your data held.

You can change your preferences at any time by contacting us by telephone, email or post, bearing in mind that the limited personal data that appears in the White Book can only be removed at the next publication date following your request.

How can you access and update your information?

The accuracy of your information is important to us. We will be working on ways to make it easy for you to review and correct the information that we hold about you. In the meantime, if you change email or postal address, or any of the information we hold is inaccurate or out of date, please email us at membership.secretary@ea-cc.org or write to us.

When you give us personal information, we take steps to ensure that it's treated securely. Access to sensitive information (such as bank account details) is restricted to the Honorary Treasurer, Honorary Secretary and Honorary Membership Secretary for the time being.

Please be aware that non-sensitive information such as your email address etc. is transmitted normally over the Internet and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

You have the right to ask for a copy of the information EACC hold about you and precautions are in place to protect the loss, misuse or unauthorised alteration of your information. If you wish to know the nature of these precautions please contact the Honorary Secretary.

Profiling

The Club does not currently create a profile of your interests and preferences so that we can contact you with information relevant to you. It may however do so at some time in the future but you will be provided with appropriate notice should we choose to do this.

Use of 'cookies'

Club does not currently use Cookies on its website.

Links to other websites

Our website may contain links to other websites run by other organisations. This Privacy Policy applies only to our website so we encourage you to read the privacy statements on the other websites you visit. EACC cannot be responsible for the privacy policies and practices of other sites even if you access those using links from its website. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

The Club does not envisage that as part of the services it offers you through the Club and its website, the information that you provide to us is likely to be transferred to countries outside the UK. If however you use our services while you are outside the UK, your information may be transferred outside the UK in order to provide you with those services.

Website recording

The club does not use this technology nor does it have a current need or intention to implement it in the future. We do record unidentifiable page hits for statistical purposes only.

Review of this Policy

We keep this Policy under regular review. **This Policy was updated in January 2018.**

Instructions for complying with the General Data Protection Regulations 2018

Please comply in one of the following ways:

Complete and sign the tear-off declaration below and then either:

1. Tear off and mail it to The Honorary Membership Secretary at the address provided at the top of your EACC membership renewal letter, or
2. Scan it into your computer and attach it to an email to membership.secretary@ea-cc.org or
3. Copy the text of the tear-off declaration into an email, complete the details required and attach your electronic signature and email it to membership.secretary@ea-cc.org

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Member's declaration under the General Data Protection Regulations 2018:

I(*insert full name please*) confirm that I have been provided with sufficient time to read and have read and understood this Privacy Statement and I accept and agree to any personal data I voluntarily provide to EACC being held and used in accordance with its the terms.

I consent/do not consent (*delete as applicable*) on behalf of myself and all those of my family who are members of EACC by virtue of their relationship with me, to EACC including our personal data in the White Book and member database.

Signed:

Name:

Address:

email address:

Date: