

Yare Sailing Club – Fair processing notice 2017

Background

Due to the [General Data Protection Regulation, 2016 \(GDPR\)](#), the Yare Sailing Club (hereafter referred to as the Club) needs to be clear regarding the information it holds about its members and how this information is retained, processed and, where applicable, destroyed. This document summarises this, and will enable the Club to be compliant with the new law.

Information we hold about you

The Club will have, or will ask its members to provide:

Name

Address

Telephone numbers

Email contact

Name of boat and sail number

Additionally, where subscriptions are paid electronically (either by Standing Order or by BACS) the Club will request and use bank account details, such as the account name, account reference and banking sort code. These details will be held within the Banks records for the purposes of payments only. Transactional details will be accessed by the Treasurer specifically for the purposes of administering the payment of subscriptions.

How we will use your information

The Club uses this information in the following ways:

- 1.** The Hon. Secretary keeps a membership list which enables the Club to send event fliers, arrange committee meetings and otherwise communicate with its members.
- 2.** The Treasurer will have access to this membership list, and will use this information to manage the payment of subscriptions, payment of invoices and reimbursement of merchandise 'stock' purchases such as calendars, burgees, car stickers and shirts.
- 3.** The Racing Secretary (where one is separately appointed from the Hon. Secretary) will have access to this membership list for the purpose of recording details of trophy holders and to enable the recall of trophies, as necessary. Winners of trophies will include Club members and non-members, all information being held in accordance with this notice.

These forms will be held for as long as the trophy is in your possession and destroyed once the trophy is returned to the Club. This is necessary as it enables the Club to keep track of our trophies.

- 4.** The Website Administrator will have access to this membership list and will use this information to allocate an individual username and password to each membership. This will allow members to access the Members Only area of the website. Where permission is

granted, the administrator will transfer members' details to a secure list on the Club website (intranet), which will be accessible to any member with a password.

If you do not consent to the website administrator accessing your information, then you will still be able to access the public pages of the website, but not the Members Only area.

5. By default, the Webmaster will have access to the details of members held on the Club website. The Webmaster keeps a back-up copy of the website on servers at his home address. This is to guard against catastrophic failure of the Host Server.

Forms provided to the club, and information will be held and accessed by the above people. It will be stored securely in a filing cabinet or on an encrypted USB stick. It is only accessible to those individuals and not to the General public or the wider Club membership.

The Club **will not** disclose your information to any third party without your explicit consent.

The Club does not request or hold any information on children under 16.

6. The Club publishes a membership list on an annual basis, which is done in two ways:
 - The production of a Club handbook, which is printed and distributed to the full membership, enabling Club members to communicate with each other for their mutual benefit.
 - The [Club website](#) has a secure 'members section,' which includes committee minutes, some 'for sale' adverts and a digital membership list.

The Club Handbook and the digital membership list will include names, addresses, email addresses and telephone numbers.

7. The Club handbook and website may display the name and contact details of the Club officers: Commodore, Vice Commodore, Treasurer and Secretary. Additionally, they will display the name and contact details of the website administrator. These officers will indicate their consent for this upon election.

This information is published so that members, prospective members and other clubs can communicate with us.

Other ways in which the Club holds information is that the list of previous Commodores and trophy winners is published in the handbook and the website. It is publically available, as this enables visiting sailors to see what race results they've achieved, which may contribute to the Sabrina championship.

Explicit consent enabling the Club to publish your data is gained when a member joins the Club. It is the Club's policy that whilst an individual is actively paying a subscription, their indicated choices regarding consent are valid.

Any member can at any time alter their preference regarding data held or published by the Club. This is done by contacting the Hon. Secretary.

The Club has the following processes in place to ensure the information held is accurate, including how information is removed or destroyed:

- 1.** Each year (April) the Secretary and the Treasurer will review the membership lists and remove any members that have not paid subscriptions. In some instances they will contact individuals to be certain that they no longer wish to be a Club member. The paper membership application form will then be destroyed.

The revised list is shared annually with the website administrator who will update the online membership list in the members' section of the Club website. This includes the deletion of information from host servers, the back-up server and removing ex-members' access to the secure area of the website. Full and final deletion from all servers may take up to six months, but the information is not accessible during this period.

- 2.** When members contact the Hon. Secretary to update their details, e.g. a change of address, the Hon. Secretary will distribute this information to the Treasurer, Race Secretary (when appointed) and Website Administrator, so that all lists held by the Club can be kept accurate and up to date.
- 3.** Under the GDPR, any individual has the right to have their information removed from any record the Club holds, physical or electronic. These requests must be sent to the Hon. Secretary and clearly state what you consent to, the information to be removed and an indication of your membership status. If the Hon. Secretary and Treasurer are unable to hold your details for the management of subscriptions, the Club is unable to provide membership to you.
- 4.** Ex-officials of the Club will undertake to delete any personal copies of data when they resign office

How long we will keep your information

The Club holds its information for the following periods:

- 1.** Financial records (bank statements) for seven years plus three, being ten years in total
- 2.** Committee minutes, agendas and notices for all Committee meetings and AGMs are held in perpetuity.

Membership details (as defined) are held for as long as an individual is a Club member. Thereafter they are removed from publication on an annual basis; this is triggered by the non-payment of subscriptions.

Who you can contact about information the Club holds/processes

The following Club officers can be contacted regarding the information published, records held or how the Club uses information;

The Commodore

The Secretary

The Treasurer

All correspondence relating to Information Governance will be stored by the Secretary and may be referenced/recorded in a redacted form in committee minutes, this will be done so that a decision is recorded, but not identifiable to any individual member.