

# Newhaven and Seaford Sailing Club

## Data Privacy Policy

### Training

#### About This Policy:

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure, and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect the data from you.

We reserve the right to amend this data Processing Policy from time to time without prior notice. You are advised to check our website [www.nssc.org.uk](http://www.nssc.org.uk) regularly for any amendments (but amendments will not be made retrospectively).

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.

#### Who are we?

We are Newhaven and Seaford sailing Club (NSSC). We can be contacted at Company secretary, NSSC, Marine Parade, Seaford, Sussex, BN25 2QR, [companysecnssc@nssc.org.uk](mailto:companysecnssc@nssc.org.uk).

#### What information we collect and why:

<b>Type of information`</b>	<b>Purposes</b>	<b>Legal Basis of Processing</b>
Trainee name, address, e-mail, contact phone numbers	Managing the trainee’s participation in the training course and the collection of fees. Used for certificates. Used for managing interactions after the events (sending certificates, managing complaints and issues).	Performing the Club’s contract with the trainee. For the purposes of our legitimate interests in operating the Club
Under 18? (Webcollect form) Date of birth? (paper form)	Used for the assessment and implementation of any special safeguarding requirements.	Performing the Club’s contract with the trainee. For the purposes of our legitimate interests in operating the Club
Own boat?	Used to assess requirements for club boats for training	Performing the Club’s contract with the trainee. For the purposes of our legitimate interests in operating the Club
Emergency contact name and number	Used during the course for emergencies	Performing the Club’s contract with the trainee. For the purposes of our legitimate interests in operating the Club
Medical conditions?	Used to assess any special requirements for training	Performing the Club’s contract with the trainee. For the

Type of information`	Purposes	Legal Basis of Processing
		purposes of our legitimate interests in operating the Club
Previous course/experience? (paper form)	Used to assess the type of instructors required and how trainees should be grouped.	Performing the Club's contract with the trainee. For the purposes of our legitimate interests in operating the Club

How we protect your personal data:

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

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you on-line we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

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 or as set out in table above or paragraph below.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (eg to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

How long do we keep your information?

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 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 in order to comply with future legal requirements e.g. compliance with tax requirements and exemptions and the establishment exercise or defence of legal claims.

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

Your rights:

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 or to another business in certain circumstances

You have the right to take any complaint 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 our Company Secretary [companysecnssc@nssc.org.uk](mailto:companysecnssc@nssc.org.uk).