



Forth Cruising Club



Data Privacy Policy

1. About this Policy

- 1.1 This policy explains when and why Forth Cruising Club collects personal information about our members, 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, at which time we will obtain your consent (see attached Data Privacy Consent Form). The information provided will be used solely for dealing with you as a member of the Forth Cruising Club.
- 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.forthcruisingclub.org 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). For the purposes of the GDPR, the Committee will be the “controller” of all personal data we hold about you.

2 Who are we?

- 2.1 We are Forth Cruising Club. We can be contacted at 40 Brucehaven Road, Limekilns, Fife KY11 3JR or via any Committee member whose contact details are on the Club website and on the Club noticeboard.

3 What information we collect and why

Type of information	Purposes	Legal basis of processing
Member(s) name, address, telephone number(s), e-mail address(es). This includes spouse/partner when provided in the membership application/renewal forms as part of the Family membership.	Managing the Member(s) membership of the Club.	Performing the Club’s contract with the Member. For the purposes of our legitimate interests in operating the Club.

The Member's name, boat name and boat details, including insurance declaration.	Managing race entries and race results.	For the purposes of our legitimate interests in operating the Club. For the purposes of our legitimate interests in holding races for the benefit of members of the Club.
	Sharing race results with other clubs, class associations, and the FYCA/RYA, and providing race results to local and national media. Publishing race results on the Club's website and social media pages and submitting for press releases.	Consent. We will seek the applicant's consent on their membership application form and the member's consent on their membership renewal form. Members may withdraw their consent at any time by contacting any Committee member by e-mail or letter. For the purposes of our legitimate interests in promoting the Club.
The Member's name, telephone number(s) e-mail address(es) and boat details, including insurance declaration.	Managing the Club Register of members' boats for allocating moorings and hard standing spaces.	For the purposes of our legitimate interests in operating the Club.
	Creating and managing the Club's Membership Directory displayed on the Club noticeboard (excluding the member's boat insurance details).	Consent. We will seek the applicant's consent on their membership application form and the member's consent on their membership renewal form. Members may withdraw their consent at any time by contacting any Committee member by e-mail or letter.
The Member's name and boat details	Publishing on the Club's website.	Consent. 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 any Committee member by e-mail or letter.
Photos and videos of members and their boats	Publishing on the Club's website and social media pages and submitting for press releases.	Consent. We will seek the applicant's consent on their membership application form and the member's consent on their membership renewal form. Members may withdraw their consent at any time by contacting any Committee member by e-mail or letter.

4 How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA without your consent.
- 4.2 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.
- 4.3 We will use a recognised secure payment system for any payments that we take from you online.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.5 Please note however that where **you** are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

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 or as set out in the table above.

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 in order to be able to

comply with future legal obligations eg compliance with tax requirements and exemptions, and the establishment exercise or defence 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 or to another business in certain circumstances.

To exercise any of the above contact any Committee member by email or letter.

7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Email - <https://ico.org.uk/concerns/> Tel - 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 any of our Committee members whose contact details are on the Club website and on the Club noticeboard.