

UPPER THAMES MOTOR YACHT CLUB

DATA PRIVACY POLICY

The UTMYC Data Privacy Policy. This Policy explains when and why we collect personal information about our members, our instructors, our contractors and our suppliers, how we use it and how we keep it secure and your rights in relation to it.

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

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (<https://www.utmyc.org>) regularly for any amendments.

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 UTMYC is the "Data Controller" of all personal data we hold about you.

Who are we? We are the Upper Thames Motor Yacht Club (UTMYC) and we can be contacted at The Clubhouse, Mill Island, Sonning, Berkshire RG4 6TW, email: secretary@utmyc.org, tel: 01189 692683.

What information we collect and why.

Membership. We collect and process the Member's name, address, telephone numbers, email addresses, boat details and date of joining for the purpose of managing the Member's membership of the Club and to manage the Duty Officer roster. This enables us to perform the Club's contract with the Member and for the purposes of our legitimate interests in operating the Club. Members may opt out of receiving bulk emails, newsletters and event announcements by selecting email preferences in their online member profile.

Club Events and Rallies. We collect and process the Member's name, boat name and boat details in order to share details with other clubs or organisation during Club events and organised rallies for the purposes of our legitimate interests in holding events and rallies for the benefit of members of the Club.

Moorings. We collect and process the Member's name, boat name and boat details in order to allocate appropriate moorings for the purposes of our legitimate interest in operating the Club.

Relationships with others. We collect and process names, telephone numbers and email addresses of our immediate neighbours, members of other clubs, boat associations and River User Groups in order to maintain good relations and for the purposes of our legitimate interest in operating the Club.

Photographs and Video. We collect photos and videos of Members and their boats and process these on our website for use in our Club Newsletter and material we may use to promote the Club. We will seek the Members consent where these photographs or videos constitute personal data under the definitions of the GDPR. Members may withdraw their consent at any time by contacting us by email or letter.

Radio call signs. We may collect radio call signs for a rally or Club event and share these between those participating in the rally or Club event for the purposes of our legitimate interests in ensuring that boats on a rally or Club event can maintain contact with each other.

The Club's Online Directory. We collect and process the Member's name, address, telephone numbers, email address, boat name and boat details in order to create the Club's Online Directory. The purpose of the Online Directory is to allow members to contact each other when they have access to the internet. Applicants for membership may allow all other members to see their personal details by selecting "Yes" in the permissions box titled "Online Directory" when completing a "New Members Application". If this box is not ticked then other members will be denied access to their data. Current members may deny permission for other members to see their personal details at any time by selecting "No" to the permissions box titled "Online Directory" on their personal details page or by contacting us by email or letter. Members may view and edit their own data at any time and may deselect from view by the membership any individual aspect of their personal data by selecting "Privacy" within their individual profile.

The Club Handbook. We collect and process the Member's name, telephone numbers, email address, home addresses, boat name and boat details in order to create a Club Handbook. The purpose of the Handbook is to provide contact details by telephone and email and to identify fellow members who live in the vicinity of the river, when an internet connection to the Club web site is not available. The personal details published in the Handbook comprise the member's name, address, home and mobile telephone numbers, boat name and dimensions and positions held within the Club. The Handbook may be produced annually and will only be distributed to Club Members. Members choose to be included in the Club Handbook by indicating their choice on-line in their member profile page. This data is only valid at the time of publication of the Handbook. Members may withdraw their consent at any time by deselecting their on-line consent or by contacting us by email or letter. Members should be aware that their data cannot be withdrawn once the document has been printed.

Bank account details. We collect and process Member's bank account details in order to manage their membership of the Club and to reimburse expenses using BACS. We also use this data for the provision of services and events and to perform the Club's contract with the Member. Members may wish to facilitate the easy payment of any reimbursements using BACS by giving permission for the Club to record and store their bank details. Members may choose this option by indicating

their choice on-line on their member's profile page. Members may withdraw their consent at any time by deselecting their consent on-line or by contacting the Treasurer by email or letter.

RYA Instructors'. We collect and process instructors' name, address, email addresses, phone numbers and relevant qualifications and/or experience in order to manage instruction at the Club's RYA Training Centre for the purposes of our legitimate interests and to enable us to contact those offering instruction and provide details of instructors to students.

RYA Training Centre Students. We collect and process students' name, email addresses, phone numbers and relevant qualifications and/or experience in order to manage instruction at the Club's RYA Training Centre for the purposes of our legitimate interests and to enable us to contact students.

Suppliers and Contractors. We collect and record names, addresses, telephone numbers, email addresses and bank details of suppliers and contractors for the purposes of managing the provision of services and supplies and to complete the Club's commercial contract with the supplier or contractor.

How we protect your personal data.

Data stored on our website, which is located in Canada, is hosted on Amazon Web Services (AWS) who are certified under EU-US Privacy Data Shield. Apart from this we will not transfer your personal data outside of 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 use secure SSL encryption for data transmitted over the internet*.

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

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

**Please note: Transmitting information over the internet can never be guaranteed to be 100% secure.*

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 except where required to do so by law or as detailed in the following paragraph.

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 e.g. the printers of the Club Handbook. However we disclose only the personal data necessary for the third party to deliver the service and we have a contract in place that requires them to keep your data 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 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 our legal obligations 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. We will hold personal details of our RYA Instructors on our systems for as long as they remain registered as an instructor for our RYA Training Centre. We will hold personal details of RYA Training Centre students who are non-members for 12 months following the end of a course of instruction for the purpose of contacting potential students for future courses.

Your Rights.

Under GDPR you have the right:

- 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.

You have the right to take any complaints about how we process your personal data to the Information Commissioner, Contact details for the ICO are:

Web site: <https://ico.org.uk/concerns/>

Tel: 0303123 1113.

Address: 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 the Club's Data Protection Officer – Bob King – robertking76@btinternet.com

Version V1.4 dated 17 July 2019