

SOUTH CAERNARVONSHIRE YACHT CLUB LIMITED

DATA PRIVACY STATEMENT

Who are we?

We are South Caernarvonshire Yacht Club Limited (SCYC or the Club). We can be contacted at The Headland, Abersoch, Gwynedd, LL53 7DP, by email at info@scyc.co.uk and by telephone on 01758 712338.

About this statement

This statement explains what personal information we collect (and why we collect it) about our members, about other competitors in sailing events run by SCYC, about guests / visitors to the Club, employees, and visitors to the SCYC website. It also explains how we use this information, 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 Privacy Statement and as described when we collect data from you.

We reserve the right to amend this Data Privacy Statement from time to time without prior notice. You are advised to check our website www.scyc.co.uk regularly for any amendments (but amendments will not be made retrospectively).

We will always comply with the UK 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, we will be the “controller” of all personal data we hold about you.

What information we collect and why?

Information on members

Type of information	Purposes	Legal basis of processing
Member's title, name, address, telephone numbers, email addresses	<p>Managing the Member's membership of the Club.</p> <p>Managing the duty roster.</p> <p>Production of Members' List – names only – for display on Club premises for the purpose of policing access to Club premises.</p> <p>Sending marketing communications to the Member.</p>	<p>Performing the Club's contract with the Member.</p> <p>For the purposes of our legitimate interests in operating the Club.</p> <p>Performing the Club's contract with the Member.</p> <p>Consent. We will seek the Member's consent on the membership application form and at each membership renewal and the member may withdraw their consent at any time by contacting us by email or by letter.</p>
Names and ages of the Member's family (if members)	Managing the Member's and their family's membership of the Club.	Performing the Club's contract with the Member.
<p>Date of birth</p> <p>Relationship / family status</p> <p>Joining date</p>	<p>Managing membership categories which are related to age or relationship / family status.</p> <p>Managing membership categories which are related to time as a Member</p>	Performing the Club's contract with the Member.
<p>Boating qualifications</p> <p>Other relevant skills</p>	Managing the provision of services necessary for the operation of the Club.	Performing the Club's contract with the Member.
Member's boat class, type and name / sail number	<p>Managing race entries and race results.</p> <p>Sharing race results with class associations and providing race results to local and national media</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of Members of the Club.</p> <p>For the purposes of our legitimate interests in promoting the Club.</p>
Records of the Member's purchases from the bar using the membership card, and card number.	Managing the membership card system and resolving any queries over card usage.	Performing the Club's contract with the Member.

Photos and videos of Members and their boats	Putting on the Club's website and social media pages and using in press releases and other marketing material.	Consent. We will seek the Member's consent on the membership application form and at each membership renewal and the member may withdraw their consent at any time by contacting us by email or by letter.
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Information on non-member competitors in SCYC hosted / open events

Type of information	Purposes	Legal basis of processing
Competitor's name, address, telephone numbers, email addresses	Managing the competitor's participation in the event. Notifying the competitor of future sailing events.	Performing the Club's contract with the competitor. For the purposes of our legitimate interests in operating the Club. Consent. We will seek the competitor's consent on the event entry form and the competitor may withdraw their consent at any time by contacting us by email or by letter.
Emergency contact details	Contacting the next of kin in the event of emergency.	Protecting the competitor's vital interests and those of their dependants.
Date of birth if aged under 18	Ensuring that minors' interests are protected	Legal obligation
The competitor's name, sailing club, boat name, rating and sail number	Managing race entries and race results. Sharing race results with class associations and providing race results to local and national media.	For the purposes of our legitimate interests in holding races for the benefit of competitors in events organised by the Club. For the purposes of our legitimate interests in promoting the Club.
Insurance policy and number	Safeguarding competitors in the event.	Performing the Club's contract with competitors.
Photos and videos of competitors and their boats	Putting on the Club's website and social media pages and using in press releases and other marketing material.	Consent. We will seek the competitor's consent on the event entry form and the competitor may withdraw their consent at any time by contacting us by email or by letter.
Records of the competitor's purchases from the bar using the pre-paid bar card, and card number	Managing the bar card system and resolving any queries over card usage.	Performing the Club's contract with competitors.

Information on guests

Type of information	Purposes	Legal basis of processing
Guest's name, mobile phone number, address, email address, date of visit, and name and membership card number of introducing Member	Managing the Member's membership of the Club	Performing the Club's contract with the Member

Information on employees

Type of information	Purposes	Legal basis of processing
Name, address, telephone numbers, email address, National Insurance number, bank account details, pay-rate	Managing the employee's payroll. Contacting seasonal staff about future employment.	Performing the Club's contract with the employee. Consent. We will seek the seasonal employee's consent on the New Starter form and the seasonal employee may withdraw their consent at any time by contacting us by email or by letter.

Information on visitors to our website

When visitors to our website contact us via the "Contact Us" form we collect the data contained in that form to allow us to deal with and respond to messages for the purposes of our legitimate interests in promoting the Club.

How we protect your personal data

We will not transfer your personal data outside the UK 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.

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 online 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 to us?

Members' and competitors' personal data and payments are processed via systems supplied by Club Systems International Ltd (CSI), and CSI holds membership data securely in the cloud.

SCYC uses car-stuff to host the Club's website. As host for the Club's website car-stuff has website administration rights, giving it access to a database which logs messages submitted by website users using the website's "Contact Us" form. These contact forms may contain personal data.

For the purposes of ensuring compliance with Rule 5 of the Club's Rules, members' and guests' / visitors' personal data are processed via an app developed by Target Media Document Solutions, with such data being held securely in the cloud.

We will never sell your personal data. We will not share your personal data with any other third parties without your prior consent (which you are free to withhold) except where required to do so by law or as explained in this Privacy Statement.

How long do we keep your information?

Unless you give us consent to hold it for longer, we will only keep your personal data for as long as is necessary for the purpose(s) for which it was obtained and we have a lawful basis for holding it, or to comply with our legal obligations.

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

Your rights

Individuals have a number of rights under the GDPR:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- Rights in relation to automated decision making and profiling

You may take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

www.ico.org.uk/concerns/

0303 123 1113

Contact

For more details, please address any questions, comments and requests regarding our data processing practices to:

The Club Secretary
South Caernarvonshire Yacht Club Limited
The Headland
Abersoch
Gwynedd LL53 7DP

info@scyc.co.uk