

# **Toddbrook Sailing Club and the New General Data Protection Regulations**

The General Data Protection Regulations come into effect on 25<sup>th</sup> May and these affect Toddbrook Sailing Club in the way in which we keep our records and how we communicate with members. Most importantly, we need your permission to keep your information and also to know that you are willing to receive communications of various kinds from us.

This policy statement from the club is intended to give you information about your rights and so that you have a clear understanding of the information we intend to hold and the reasons why we hold it.

If you have any concerns at any time about issues of privacy or confidentiality then don't hesitate to contact the Club Secretary, (Margaret Williams - [margaret.w@live.co.uk](mailto:margaret.w@live.co.uk) 07801 551349)

## **How We Collect Your Data**

The data we have relating to you has come from the membership form when you joined, together with any additional information you have given us since (for example email addresses).

## **How You Are Protected**

The GDP Regulations say we are only allowed to use your personal information for a "proper reason" which, in the case of the Club, is that you have consented to us using it.

## **How We Use Your Data**

- ✧ The main reason we may use the information you have supplied is to communicate with you about club-related matters, events or other activities related to the running of the club also to send out information which we feel may be of general interest to you, for example, dates for the film club meetings. We also have to send information to our governing body the RYA and (when we apply for grants) in relation to things such as participation levels. When this occurs all information on numbers is aggregated and all information is anonymised. We will not share your personal data with anyone without your specific agreement or if we are required to do so by law
- ✧ We may use automated processes to group your data with similar members for ease of contacting you (e.g. for committee meeting notification) and to communicate with members with similar interests or requirements.

## **How Long We Retain Your Data**

We will retain information about you for as long as it is necessary for the purposes indicated above. At all times we will retain it securely and protect any information we hold.

## **Your Rights**

- ✧ You can, at any time, have access to the information we hold about you by contacting the club secretary on the address above.

However, we are not allowed to provide any information where another person's personal data will be revealed.

The information which we have will be sent on to you in an electronic, commonly used, machine-readable format

- ✧ You have a right to object to us using your data for automated processes
- ✧ If you believe that the personal information we hold about you is inaccurate, incorrect or incomplete please let the Club Secretary know as soon as possible so that it can be updated
- ✧ If you wish us to restrict our processing of your Data whilst we resolve any issues or complaints we will do so.

In respect of all of the above matters please first of all contact the Club Secretary.

**We will take all reasonable precautions to keep your personal information secure including safeguards against unauthorised access, use or loss**