

# **Crowborough Model Boat Club**

## **Privacy Policy**

At the Crowborough Model Boat Club we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others, how we keep it secure and how long we keep it for and your rights in relation to your personal data.

We may change this Policy from time to time so please check the website occasionally to ensure that you are happy with any changes. The Club's GDPR responsible persons will be the Digital Communications Officer (DCO) (currently John Kerr) and the Membership Secretary (currently Jeff Ayres). This arrangement provides backup of cover and facilitates due diligence in the management of this policy.

Any questions regarding this Policy and our privacy practices should be sent by email the Membership secretary [jeffery\\_ayres@hotmail.com](mailto:jeffery_ayres@hotmail.com)

The Model Boating Club operating on The Centenary Lake Crowborough. The purpose of the club is to encourage the making and sailing of model boats and to encourage the mutual exchange of information, knowledge and encouragement between model boaters in a social atmosphere

### **How do we collect information about you?**

We obtain information about you when, you become a member of the Club.

### **What type of information is collected about you?**

The personal information we collect might include your name, address, email address, telephone number together with insurance details (if any) for sailing boats

### **The legal bases for the processing of your personal data are as follows**

You have given consent by providing the information to enable us to provide membership services

### **How is your information used?**

We may use your information to:

- process your membership;
- seek your views or comments for exchanges of information between members
- notify you of club meetings and events;
- Send you communications which you have requested and that may be of interest to you. These may include information about such items as the shows of other clubs
- creation of a membership database

### **How long do we retain your information?**

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual persons membership ceases your information will be securely kept for a period of 5 years by the Membership Officer, after which your information will be deleted.

### **Who has access to your information?**

We will not sell or rent your information to third parties. Your name address and contact details will be put in list of members which will be updated once a year and circulated to all the existing members unless you inform us you do not wish your details to be published in this list. The reason for this is to encourage members if they wish to do so to communicate directly with one another.

### **How you can access and update your information?**

The accuracy of your information is important to us. You can check the information we hold is correct or change it by email to Jeffery\_ayres@ hotmail.com or write to us at; Jeffery Ayres The Oast House Moat Lane Cowden KENT TN8 7DP

### **What are your rights?**

(a) The right to access;

You have the right to confirmation as to whether or not we store your personal data and, where we do, access to that personal data. Additional information includes details of the purpose of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

(b) The right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purpose of the processing, to have any incomplete personal data about you completed.

(c) The right to erasure;

In some circumstances, you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected, you are no longer a club member and wish the data not to be held for our standard 5 year period.

Pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

(e) The right to object to processing;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioner's Office.

(h) The right to withdraw consent.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us or by email to the membership secretary as above

It is important that the personal data we hold about you is accurate and current.

Please keep us informed if your personal data changes during your relationship with us.

Crowborough Model Boat Club

24<sup>th</sup> June 2018