

PORT EDGAR YACHT CLUB - DATA PRIVACY POLICY

1. About this Policy:

1.1 This policy explains when and why we collect personal information, how we use it and how we keep it secure, and your rights in relation to it.

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

1.3 We reserve the right to amend or update this Data Processing Policy from time to time without prior notice.

You are advised to check our website peyc.org.uk or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

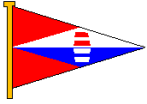
1.4 We will always comply with the UK General Data Protection Regulation (GDPR) tailored by the Data Protection Act 2018, when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Port Edgar Yacht Club. The Club is the data controller. We can be contacted at peycwelcome@gmail.com

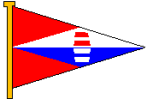
3. What information we collect and why:

Type of information	Purposes	Legal basis of processing
Member's name and email address	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
Address and sometimes phone number	Requirements of the direct debit and online shop that we use to facilitate payments from members	For the purposes of our legitimate interests in operating the club
Members, Competitors and Visitors names, boat names and sail numbers	Managing race and event entries and race results	For the purposes of our legitimate interests in holding races and other events for the benefit of members of the Club
Bank account details of a member making direct debit payments to the Club or of a person who the club is paying by bank transfer, Card details of those paying the club by card	To enable the payment to be made. Bank account details held by the direct debit service provider and card details in the online payments system are not accessible to the club	For the purposes of our legitimate interests in performing the Club's contract with the Member
Photos of members	On PEYC website, Facebook or other channels, or in race reports	Photos and accompanying information which identifies the person will only be published with the person's consent
Contact details of members or other persons	On PEYC website Facebook or other channels or in emails to members	This information will only be published with the person's consent



4. How we protect your personal data
 - 4.1 We will not transfer your personal data outside the European Economic Area.
 - 4.2 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
 - 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
 - 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
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 or paragraph 5.2 below.
 - 5.2 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. to send you mailings about Duties). However, we disclose only the personal data that is necessary for the third party to deliver the service.
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, and for our legitimate interests in managing the Club.
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.
 - 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office - Scotland,
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT
Scotland@ico.org.uk
Helpline 0303 123 1113.



Legitimate Interests Assessment

1. Purpose Test – are we pursuing a legitimate interest?

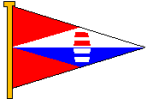
- **Why do we want to process the data – what are we trying to achieve?**
The data that we hold is used to enable us to run club activities efficiently, keep members informed of events and developments and request payment of subscriptions.
- **Who benefits from the processing? In what way?**
The club membership in general. The data enables us to inform them of events, important developments, impending duties and payments coming due.
- **Are there any wider public benefits to the processing?**
No. The club does not use this data to communicate with the wider public. Some of the information on club events that we distribute to members using their email addresses is also published on our web site, which is available to the general public, but this would not include personal details.
- **What would the impact be if you couldn't go ahead?**
We would have to rely on members monitoring our web site to find out details of events and duties etc.
- **Would your use of the data be unethical or unlawful in any way?**
No.

2. Necessity Test

- **Does this processing actually help us further our legitimate interest?**
Yes. The data that we hold and the way that we use it helps us run the club activities efficiently and keep the whole membership advised of events and other important issues.
- **Is it a reasonable way to go about it?**
Yes. The membership of the club are aware that we use their data to help manage club activities. This includes duties which members cannot opt out of if they participate in racing. We do not share data with outside agencies and do not use it for marketing purposes.
- **Is there another less intrusive way to achieve the same result?**
We do not believe there is.

3. Balancing Test

- **What is the nature of your relationship with the individual?**
Individuals are members of the club.
- **Is any of the data particularly sensitive or private?**
The data we hold on club members is personal, but not sensitive or a special category as defined in the UK General Data Protection Regulation (GDPR). We do our very best to keep it private and would share it only between members with the express permission of all parties.
- **Would people expect you to use their data in this way?**
Yes we believe so.
- **Are you happy to explain it to them?**
Yes. Our note to members detailing our privacy policy goes some way towards doing this. We are happy to provide more details if asked.
- **Are some people likely to object or find it intrusive?**
We do not believe so. No one has ever objected to the way we use the data we hold about them.
- **What is the possible impact on the individual?**



Members are kept informed of events and important developments within the club. They are also reminded of impending duties and payments coming due.

- **Are you processing children's data?**

No. We have a family category of membership which allows children to join the club but we do not keep any details of them. All communication is with their parents who also have to be club members.

- **Are any of the individuals vulnerable in any other ways?**

Not that we are aware of.

- **Can you offer an opt-out?**

We are willing to consider this but boat owners who participate in club racing have an obligation to help run these races. As we need a certain amount of data to enable us to manage this obligation they cannot opt-out completely.

Conclusion

We believe that legitimate interests is an appropriate basis for us to hold and process our club members' data.

We hold the minimum amount of information necessary to enable us to efficiently run the club activities.

We do not share this data with outside bodies except in ways that members would reasonably expect us to: for instance bank details with their banks to facilitate agreed payments.

We do not use this data for marketing purposes or make it available to anyone else to do so. Sharing of this data between club members will only take place with the express permission of all people involved.

Management of some of the club activities such as boat racing would be very difficult, if not impossible without access to the data that we hold.

REFERENCES

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors/>