



# Crawley Mariners Yacht Club



## Data Protection Policy

### 1 Introduction

Crawley Mariners Yacht Club (CMYC) is committed to complying with its legal obligations under the Data Protection Act 1998 and subsequent legislation, CMYC collects and processes personal data relating to its members in the course of running the club including administering membership and organizing activities. Processing of data includes: collecting; storing; updating and disposal.

#### 1.1 Scope

This policy covers any individual about whom CMYC processes data. This includes current and former members and activity participants for come and try events.

CMYC operates a CCTV system to help protect the club's and member's property which is covered by a separate policy.

### 2 Collection and storage of data

#### 2.1 Types of data collected

Personal data will be collected by CMYC through its Club Management Software (WebCollect and Duty Manager) where new and existing members register their personal details. Name, address, Contact details Date of Birth etc.

From time to time, the club may ask for other information to help plan and manage certain activities and events, This may include food preferences, **emergency contact details** relevant medical history (required in case of emergency). This will be collected through activity participant consent forms.

At organised sailing days (for example Saturday Clubs, Training, Fun or Come and Try days) the club may take photographs to record the event and promote the club via the website and Newsletter. Consent will be obtained as outlined in the CMYC photography policy.

CMYC will only collect the minimum personal information required to manage, administer and promote the club.

Personal data kept by CMYC shall normally be stored in the following forms:

- a) Paper based forms;
- b) Electronic Data in the form of databases, electronic spreadsheets/ document and images

CMYC will ensure that personal data will be processed in accordance with the **General Data Protection Regulation**.

#### 2.2 Retention of data

CMYC will store paper based activity participant consent forms for no longer 2 years. After that time the paper records will be destroyed.

Electronic records will be kept for no longer than 2 years after membership has been terminated.

The only exception to this is where personal data is held on the club's web based photo gallery records of past club events. Members can request the Data Controller (see section 4 below) to delete any such data relating to themselves, if they prefer.

### 3 Security and disclosure of data

#### 3.1 Security

CMYC will take all reasonable steps to ensure that appropriate security measures are in place to protect the confidentiality of both electronic and manual data. CMYC does not have access to passwords used with the



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club management software. It is the responsibility of the User of these systems to choose a strong password (Numbers, Uppercase and lower case letters) to protect the data stored within these systems

Paper records will be kept by the Membership Secretary or Activity organizer in a file located at his or her home.

Electronic Data is kept on the Membership Secretary's personal computer(s) this is required so that membership can be tracked and reported. That includes Excel files containing personal data for the current membership (calendar) and previous membership years. The Excel file is password protected

Backup copies of the Excel files are kept to guard against data loss due to computer failure.

Any photography will comply with the CMYC photography policy.

### 3.2 Disclosure to 3<sup>rd</sup> Parties

Personal data collected as part of membership \activity or events may be disclosed to third parties to allow the club to function or activity to take place. **CMYC may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.**

It will never be disclosed to third parties for marketing purposes without the members consent.

## 4 Complaints

Any queries or complaints about this policy and how the club processes personal information should be addressed to the Commodore. The committee member assigned the role of privacy officer will answer queries or deal with members' concerns about data protection.

## 5 Data Controller

CMYC is the data controller. The CMYC committee bears overall responsibility for ensuring compliance with Data Protection Regulations.

## 6 Access requests

Members are entitled to request data held about them. The member of the committee performing the privacy officer role will provide this information as quickly as possible, ensuring security of the data to be supplied.

## 7 Review

This policy will be reviewed every two years and when necessary to take into account changes in the regulations and the experience of the policy in practice.

Signed on behalf of the Crawley Mariners  
Yacht Club committee:

This policy was approved by CMYC  
Committee

(Secretary)