



## **Data Protection Policy for UK RS Class Association**

**The Policy is based on the legal requirements of the Global Data Protections Regulations and as such protects Individuals' 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.
- The right to object.
- The right not to be subject to automated decision-making including profiling.

### **Membership Information**

1. The information collected on each individual who applies for membership and is accepted by the UK RS Class Association will be subject to two specific permissions that need to be granted by the individual via informed consent:
  - a. Authority to hold their data
  - b. Authority to publish their data.
2. Paper application forms will be processed for input to the membership database and then destroyed securely.
3. Financial information for members is not kept in hard copy or on a database.
4. Membership information is kept up to date with an annual request to members to check their data and confirm its relevance.
5. Members' information is stored in a secure environment within an encrypted database and is not generally accessible from the public Internet.

#### Former members

6. Electronic storage of personal data for former members is retained in a secure environment within an encrypted database for a period of five years and is not generally accessible from the public Internet.

### **Types of data held for Members:**

1. Name, date of birth, e-mail address, phone numbers and occupation.
2. For family members only: Names and date of birth of children who live at same address as a member.
3. Grade of membership.
4. Name and details of the boats owned or sailed.
5. Sailing Club.
6. Name, e-mail address, phone number of crew/sailing partner.
7. Dates of joining, renewing (and leaving) the Association.
8. Race results

### **Types of data held and processed for Workers, Coaches and Volunteers:**

1. Name, address (workers only), e-mail address, phone numbers.

### **Types of data held and processed for Event Participants (where entry is administered by RS Class Association)**

All entrants will be members of the Class Association, so data held is as for members. **Plus:-**

1. Next of Kin details.
2. Health information which may be necessary for risk assessments for events.
3. Name, e-mail address, mobile number of crew.
4. For under 18s: Parental Consent form including Guardian contact details and health details of participants.
5. Event Application forms and Parental Consent forms will be retained in line with the event organisers requirements and destroyed after the event.

### **Types of data held and processed for Suppliers**

1. Name, address, e-mail address, phone numbers and other contact details
2. Bank details (via on-line banking).

### **Collecting and Keeping Data**

Personal data is only held with the informed consent of the member to:

1. Meet the legitimate needs of the data controller (the Association)
2. Fulfil the contract with the member. See Data Privacy Statement.
3. Data will only be collected, held and processed for these specific purposes.
4. Informed Consent will be requested for all activities, and will be specific, informed and unambiguous.
5. A member may change their mind about any informed consent given at any time and the Club will respect this and action it within 5 working days of it being received by an Association Secretary.

### **Data to Third Parties**

1. Membership data will not be passed to any third party for marketing purposes.
2. Legitimate third parties for the UK RS Class Association are:
  - a. The Association's bank
  - b. RJPB Software (The Association's database designer)
  - c. Yorksoft (The Association's webmaster)
  - d. RS Sailing
  - e. Specific information to Association members who organise specific activities.
  - f. Law enforcement agencies

### **Data Breaches**

1. Process for identifying reporting and investigating data breaches.
  - a. Identification begins with RJPB Software for the database
  - b. Yorksoft for email and website breaches.

2. Reporting
  - a. All breaches of data are reported to the individual immediately the information is known.
  - b. It will also be reported to RJPB Software and Yorksoft.
  - c. The Management Committee will be informed.
  - d. They will be advised on any further course of action.
3. Investigating
  - a. The secretariat will investigate in the first instance.
  - b. If the breach has serious ramifications for members, individuals, workers or suppliers the ICO will be informed and they may conduct their own investigation.

Policy Approved and Signed:

Chairman

..... Pete Vincent                      Date.....

Secretary

..... Heather Chipperfield                      Date.....

Review Date: 30 November 2018