



Trent Windsurfing Club

General Data Protection Regulations Privacy Policy

About this policy

This policy explains when and why we (Trent Windsurfing Club) collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. This includes probationary members, visitors and guests. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check regularly for any amendments www.trentwindsurfingclub.co.uk. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The Club Membership Secretary will be the "controller" of all personal data we hold about club members and others. The Membership Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Membership Secretary.

Specific use and sharing of personal information

In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news at the club, and other important notices etc. Your personal data will not be passed to anyone else outside the club.

The lawful reasons for processing your data.

We have two lawful reasons for processing your data, which are:

- (a) Processing of your data is necessary for the administration of your membership contract.
- (b) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Members (which includes all family members) and guests, address, telephone numbers, e-mail address	Managing the Member's membership of the Club and club insurance purposes.	Committee and associated working groups
Dates full membership commenced and ended.	Managing the Member's membership of the Club and club insurance purposes.	
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members.	
First Aiders names	To provide a contact point in case of emergency.	
Photographs of Officers and Committee members	To assist members in identifying Officers and Committee Members.	
Qualifications	RYA/BSUPA/BC Instructor and Coaching qualifications for quality assurance purposes .	

Please note data processed for compliance with insurance purposes must be kept for 30 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

Data processed with your consent

The club will seek consent in the application form before processing any information as outlined below.

Type of information	Purpose	Shared with
Aggregated age related and gender information.	For the purposes of reporting data to bodies affiliated to and for data reporting for grants received.	Bodies affiliated to, including the RYA, BSUPA and BC. Bodies from which grants have been received, e.g. Sport England

Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club waiting list for membership will be informed and asked for permission to store that data at that point.

Family Members

Parents or guardians signing the full membership form are giving their permission for the data to be used as described elsewhere in this policy.

Guest Members

Guests signing the guest membership form are giving their permission for the data to be used as described elsewhere in this policy. Specifically guest membership forms are destroyed after 3 months.

How we protect your personal data

The Data Controller will process membership information electronically and hold all information on a database on their personal computer or tablet. This database will be encrypted and password protected. A backup of this information will be held by the Club Secretary. No paper copies of the data will be held. If it is necessary to transport data it will be kept secure.

Coaches and instructors will also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the club holds please email the Secretary and they will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Membership Secretary informed of changes to their data e.g. address/telephone number etc. This is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

The data are kept on file at the Membership Secretary's home. The data will be normally be kept for up to 7 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address, email address and length of membership will be kept for up to 30 years for management of historical insurance claims. Names and results may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.

CCTV Images

The club does not take any CCTV images.