

Swan (Radcot) Cruiser Club

Data Privacy Notice 2018: General Data Protection Regulations (GDPR)

The Swan (Radcot) Cruiser Club ("SRCC", "we" or "us" "the club") is committed administering the club for the benefit of its members. In order to do this we collect and use personal data.

This Data Privacy Notice describes what personal information we collect or obtain about you and how we use it in line with the General Data Protection Regulations (GDPR) effective 25th May 2018.

An important change under the new regulations is that we need to provide a clearly written Data Privacy Notice (this document) to explain how we collect and use personal information and to obtain your explicit consent to retain your personal details.

WHY DO WE COLLECT AND USE MEMBERS' INFORMATION?

A member includes anybody who is classed as a member under club rules.

We collect and use information to:

- * Administer membership, collect fees due and collect details of members boats for admin purposes.
- * To contact members to keep them informed about club activities and other relevant club information.
- * Publish details of officers and committee members.

WHAT INFORMATION DO WE RECEIVE OR COLLECT?

The categories of personal information that we may collect and hold include:

- * Personal information as requested on the appropriate SRCC forms whether completed and returned electronically or on paper, such as your name, address, e-mail address, telephone and/or mobile number and also, if provided the name, address of your spouse / partner
- * Photos or videos of members taking part in club events, for use in our news letters or on our web site.
- * No images of children will be published except with the prior consent of a parent or legal guardian,

WHERE IS THE DATA KEPT?

- * Electronic data is stored on club officers computers. Secretary, Treasurer and Membership Secretary.
- * Technically this data may be backed up to the "cloud".
- * Emails which may also contain personal information may also be stored.
- * All paper records are stored under the supervision of the respective officials as above. Paper records are not routinely scanned.

WHO DO WE SHARE MEMBERSHIP INFORMATION WITH?

- * SRCC will not share your personal identifying data with any third party or external body.
- * Membership data will not be shared between club members without their permission, i.e. if a member asks for another members phone number, email address etc.
- * Members names and or boat names may be published from time to time in articles in our news letters or on our web site. Other personal details such as addresses, phone numbers etc will not be published without said members permission.
- * Videos and photos of members and visitors taking part in club events may be posted on our website or in our news letter.

WHEN AND HOW DO WE DESTROY THE DATA?

- * SRCC Membership data will be retained for the year of your membership and updated each year as appropriate on renewal.
- * Where your membership lapses we will within a reasonable time of the lapse delete your personal details held on computer. Paper records will be shredded. Your data may however be retain for one year for the purpose of facilitating the renewal by you of your membership if requested.

USE OF SOCIAL MEDIA

SRCC has a Facebook page. Only members of that page can post in that group. A member should not disclose another members personal details.

HOW YOU CAN ACCESS YOUR PERSONAL DATA

Under the data protection regulations, you have the right to request information that we hold. To make a request please contact the club Secretary.

You have the right to:

- * Access this information within a month of making the request.
- * Have mistakes corrected.
- * Withdraw your permission given under the SRCC Data Privacy Notice (this document).

RESPONSIBILITIES

- * It is the responsibility of all SRCC members to ensure that personal information provided to the Club is accurate and up to date.
- * If as a member you choose to opt out of the club storing your information, it is your responsibility to make alternative arrangements to ensure that you are aware of club activities and events.
- * For the purpose of GDPR, overall responsibility for ensuring that the Club complies with its data protection obligations rests with the SRCC committee.

YOUR CONSENT TO THIS PRIVACY NOTICE

An important change to data protection brought in by GDPR is that we need to obtain your explicit consent to retain your personal details. This means you **opt in** to SRCC holding your personal data. If you wish to opt out please contact the secretary.

If you do choose to opt out it is your responsibility to make alternative arrangements to ensure that you are aware of club activities and events.