

## **Data Protection Policy for Personal Data collected other than via this website**

This BAC Data Protection Policy conforms to the requirements of the General Data Protection Regulation as amended April 2018

BEMBRIDGE ANGLING CLUB: DATA PRIVACY POLICY    **Version: Final 02**

### **1. About this Policy**

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

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

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. Any amendments will be notified by the method selected by each individual member (email or surface post). Additionally you are advised to check our website regularly for any amendments (but amendments will not be made retrospectively).

1.4 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](http://www.ico.gov.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 Bembridge Angling Club. (BAC) We can be contacted at Bembridge Angling Club, North Quay, Bembridge Harbour, Latimer Rd., St Helens, Isle of Wight, PO33 1YU

### **3. What information we collect and why.**

#### **Type of information**

Member's name, address, telephone number(s), e-mail address(es)\*, junior members DoB\*.

(\* = optional data if supplied)

#### **Purposes**

Managing the Member's membership of the Club including:- such communication with members as the club sees fit but limited to that directly relating to BAC matters. Providing access to the members only section of the club's web site if applicable.

#### **Legal basis of processing**

For the purposes of legitimate interests in operating the Club.

**Consent.** We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time but must resign from the club since consent is an explicit requirement of annual BAC membership.

**Additionally** Only For members who rent a mooring directly from BAC:-

#### **Type of information**

Member's name, address, telephone number(s), e-mail address(s)\*, boat name, boat dimensions, insurer and policy number with renewal date, mooring rental fee charged, number of years of continuous (unbroken) renting of a BAC mooring.

(\* = optional data if supplied)

## **Purposes**

In addition to above:

Managing the allocation of club moorings including communication with boat owners in the event of an emergency situation affecting their boat.

## **Legal basis of processing**

Consent. We will seek the Member's consent on their mooring application form and each mooring renewal form. The Member may withdraw their consent at any time but first must remove their boat from any BAC mooring & resign from the club since consent is an explicit requirement of using a BAC mooring, in addition to annual BAC membership.

## **4. How we protect your personal data**

4.1.a. For members not renting a BAC mooring: We will not transfer your personal data outside of BAC without your consent.

4.1.b. For members renting a club mooring: in line with the consent that is conditional on renting a BAC mooring, we will provide your name, contact details & details of your boat to the Bembridge Harbour Authority as required by them in order for them to comply with & operate their official harbour Port Marine Safety Code. They have given BAC an undertaking not to further divulge such information outside of BHA. Reference to their PMSC plus their data protection policy can be found on their web site [bembridgeharbour.co.uk](http://bembridgeharbour.co.uk) from links under the heading "The Harbour".

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly if we become aware of any breach of your personal data which might expose you to serious risk.

4.3 Please note however that transmitting information over the internet can never be guaranteed to be 100% secure.

4.4 We do not currently accept on-line payments & we do not keep electronic records of any member's bank, building society or similar financial details other than just the actual amounts paid to BAC.

## **5. Who else has access to the information you provide us?**

5.1 We will never sell your personal data.

5.2 Except as detailed in 4.1.b. above, 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.

## **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. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

## **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: <https://ico.org.uk/concerns/>  
0303 123 1113.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager:

Alan Deeming

Email : [bembridge.ac.secretary \[at\] gmail.com](mailto:bembridge.ac.secretary@gmail.com) (remember to replace [at] with @ and leave no gaps.

This policy was first approved by the BAC committee during its meeting on 3-4-2018

### **Communication by email:**

Commencing the season starting 1<sup>st</sup> Nov 2021, we will assume that all members for whom we hold a valid email address are happy to receive newsletters and other club communications by way of emails thereby saving the club significant postage and printing costs. The membership renewal invitation form does, however, provide a box to tick to opt out of that (rather than requiring members to tick a box to opt in as was previously the case.)