

Dinghy Cruising Association Data Privacy Policy

1. About this Policy:-

- 1.1 This policy explains when and why we collect personal information, 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 Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. Amendments will be posted on our website www.dinghycruising.org.uk.
- 1.4 We will always comply with the General Data Protection Regulations (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). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

We are the Dinghy Cruising Association (DCA) – an unincorporated association whose purpose is to promote the activity of dinghy cruising.

The National Secretary can be contacted at: Linfold Barn, Strood Green, Wisborough Green, Billingshurst RH14 0HL or by email at: chrisharnan@yahoo.co.uk

3. What information we collect and why:-

Type of information:	Member's name, address, telephone numbers, e-mail address(es), age and sailing experience.
Purpose:	To enable DCA Officers to manage the Member's membership of the Association. Keeping members informed of DCA activities and events via the quarterly Journal.
Legal basis of processing:	Performing the DCA's contract with the Member; for the purposes of our legitimate interests in operating the Association.
Type of information:	Member's name, email, approximate location, boat details and sailing areas.
Purpose:	For inclusion in the 'Welcome to New Members' page of the Journal. For inclusion in the quarterly 'Members and Boats List' which is shared with members on a secure page of the Association website.
Legal basis of processing:	We will seek the member's consent for inclusion in the Members and Boats List. Members can withdraw their consent at any time by contacting us by email or letter. Note that if consent is withdrawn it will only become effective from the next re-printing of the List.
Type of information:	Photos and videos of members and their boats.
Purpose:	Putting on the Association's website and using in the quarterly Journal distributed to Members.
Legal basis of processing:	For the purposes of our legitimate interests in promoting the DCA, its events and its members, and promoting the activity of dinghy cruising in general.

4. How we protect your personal data

- 4.1 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 in the event of any breach of your personal data which might expose you to serious risk.
- 4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 For any payments which we take from you online we will use a recognised online secure payment system.

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

- 5.1 We will never sell your personal data. 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 or as set out in paragraph 3 or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print and mail the quarterly Journal). However, we disclose only the personal data that is necessary for the third party to deliver the service and we expect them to keep your information secure and not to use it for their own purposes.

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 DCA and for as long afterwards as is necessary to comply with our legal obligations, and for our legitimate interests in managing the Association. 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.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

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

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Tel: 0303 123 1113 <https://ico.org.uk/global/contact-us/>