



Shotley Point Yacht Club

Shotley Marina, Shotley Gate, Ipswich, IP9 1QJ

Email: commodore@shotleypointyc.org

Website: www.shotleypointyc.org

www.facebook.com/shotleypointyachtclub



Version Control

Scope	Data Privacy Policy
Document name	Shotley Point Yacht Club Data Protection Policy
Version	1.2
Replaces Version	1.1
Author	Commodore
Authorisation	SPYC Committee
Reviewed Date	November 2024
Date of next Review	November 2025



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SHOTLEY POINT YACHT CLUB DATA PROTECTION POLICY

1. About this Policy

- 1.1. This Policy explains when and why we collect personal information about our Members, 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 Protection Policy and as described when we collect data from you.
- 1.3. The attention of Members joining or renewing their Membership is drawn to our Data Protection Policy. We reserve the right to amend this Policy from time to time without prior notice. You are advised to check our website www.shotleypointyc.org regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the Data Protection Act (Act) when dealing with your Personal Data. Further details on the Act can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the Act, we will be the 'controller' of all Personal Data we hold about you.

2. Who are we?

- 2.1. We are **Shotley Point Yacht Club** (SPYC, **the Club**). We can be contacted at the Club Office, Shotley Marina or by email at commodore@shotleypointyc.org or secretary@shotleypointyc.org.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers and e-mail address(es).	Managing the Member's membership of the Club.	Performing the Club's contract with the Member.
	Keeping in touch with the Member (including by newsletter)	For the purposes of our legitimate interests in operating the Club
	Keeping Members informed as to Club activities and events.	For the purposes of our legitimate interests in operating the Club
Boat name, make & model, dimensions, MMSI number, callsign, marina and berth location.	Management of Club events	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests and those of his/her dependants.



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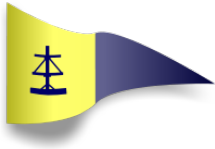
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Type of information	Purposes	Legal basis of processing
<p>On the Club website:</p> <p>Name, user name, log-in, behaviour, site activity (via RL trail & edit history), media posts, IP address, current location (via IP address), boat details and members' qualifications</p>	<p>On joining SPYC a secure user account is created on the Club website. The website is our main method of communication with Members and also enables Members to communicate with other club Members in general.</p> <p>To facilitate events and assist Crew Pool and training development.</p> <p>The website has encrypted security and Members are encouraged to use complex passwords.</p>	<p>Performing the Club's contract with the Member.</p> <p>For the purposes of our legitimate interests in operating the Club.</p>
<p>Photographs and videos of Members, crews and guests, and their boats.</p>	<p>Putting on the Club's website, social media pages, newsletter and WhatsApp groups.</p>	<p>Consent. We will seek Member's consent on their membership application form. Members may withdraw their consent at any time by contacting us by e-mail or letter.</p>
<p>Radio call signs, MMSI numbers and skippers' mobile telephone numbers and email addresses.</p>	<p>Collected for Club events and shared between those organising and participating in events.</p>	<p>For the purposes of our legitimate interests in ensuring that boats participating in events can maintain contact with each other.</p> <p>It is the responsibility of the event host to Members-must ensure the deletion-of this information within one calendar month of the conclusion of the event.</p>
<p>Member's contact and boat details.</p>	<p>Passing on contact information for the owners of a found or abandoned boat showing an SPYC burgee or other identifying item when requested by the Coastguard and similar agencies.</p>	<p>For the performance of a task carried out in the public interest.</p> <p>For our legitimate interests in assisting our Members. For the protection of the vital interests of our Members and their crews.</p>



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Type of information	Purposes	Legal basis of processing
<p>Name, contact details or images of guests of an SPYC member attending a Club event on that member's boat</p> <p>Friends, family and any other individuals (not included in the above) that you have invited to join you for a Club event.</p>	<p>Management of Club events.</p> <p>It is your responsibility to ensure that they are aware of the SPYC Data Protection Policy. This Data Protection Policy will also apply to any information that you provide to SPYC, such as their name or telephone number.</p>	<p>Consent. Guests will be requested to complete a consent form before the inclusion of their details on WhatsApp groups or the use of their image on the Club website and social media. For our legitimate interests in assisting our Members. For the protection of the vital interests of our Members, their guests and their crews.</p>
<p>Name and contact details of each Club officer and Committee Member</p>	<p>Information published on the Club's website, newsletters and other publications, in the Club's marketing materials and made available to the RYA, in each case as a point of contact at the Club.</p>	<p>For the purposes of our legitimate interests in operating the Club.</p>
<p>Employees, Casual workers, contractors, consultants and suppliers to the Club</p>	<p>Entering into and managing arrangements with casual workers, contractors, consultants and suppliers to the Club</p>	<p>Entering into and performing contracts etc</p>

4. How we protect your personal data

- 4.1. In order to manage your membership of the Club and communicate with you, it might sometimes be necessary for us to transfer your Personal Data outside the United Kingdom. However, we will only do so in accordance with the Act that is most likely to involve either that the country to which your data is being transferred provides adequate protection for personal data or on the basis of agreeing standard contractual clauses with the organisation to which we are transferring your data.
- 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.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4. Although we do not currently do so, should we in the future take any payments from you online we will use a recognised online secure payment system. We do not hold your bank details. Any payments made by you either directly to one of our bank accounts or by cheque is recorded by our Treasurer with name, amount and purpose only.
- 4.5. We will notify you promptly in the event of any breach of your personal data that might expose you to serious risk.



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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 (that you are free to withhold) except where required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 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 newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties might themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) to ensure that your information is kept secure and not used for their own purposes.
- 5.3. We may also pass your anonymised personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the Club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that requires the third party 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 Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long 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.
- 6.2. We securely destroy all financial information once we have used it and no longer need it.

7. Your rights explained

- 7.1. It is important that you understand what rights you have in respect of the Personal Data and Special Category Personal Data we hold about you. To let us know that you wish to exercise any of your rights outlined below please contact the SPYC Commodore at commodore@shotleypointyc.org.

7.1.1. The right to be informed (knowing how we will use your data)

You have the right to be told how we use your Personal Data, which is set out in this Policy.

7.1.2. The right of access (being provided with copies of your data)



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You have the right to ask us to provide you with a copy of your Personal Data. We will supply any information you ask for as soon as possible but it might take up to one month once we are satisfied as to your identity. We will not charge you for this. This is called a data subject access request.

7.1.3. The right to rectification (changing incorrect information we hold)

If you believe that our records are inaccurate you have the right to ask for these records concerning you to be updated. Contact details for any requests can be found above.

7.1.4. The right to be forgotten (erasure) (requesting deletion of your personal data)

In some cases, you have the right to be forgotten (i.e. to have your Personal Data deleted from our database).

7.1.5. The right to restrict processing (limiting how we use your data)

In certain situations, you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage.

7.1.6. The right to data portability (moving your data in a useable format)

You have the right to request the Personal Data you provided to us in a structured, commonly used and machine-readable format and/or transmit that data to a third party in certain situations.

7.1.7. The right to object (when we must stop processing your data)

You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal Data unless: we can demonstrate compelling legitimate grounds for the processing that over-ride your interests, rights and freedoms; or the processing is for the establishment, exercise or defence of legal claims.

7.1.8. The right not to be subject to automated decision making, including profiling (making a decision solely by automated means without any human involvement)

The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly affects you. SPYC does not undertake automated decision making or profiling.

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

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,



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Cheshire SK9 SAF

<https://ico.org.uk/concerns/>

0303 123 1113

7.3. For further information on each of these rights, including the circumstances in which they apply, please see the guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.