



## **CASTLE SEMPLE SAILING CLUB**

### **General Data Protection Regulations (GDPR)**

The GDPR comes into force on 25<sup>th</sup> May 2018 replacing the Data Protection Act 1998 (DPA) and Castle Semple Sailing Club is affected as the club holds members' information.

By seeking to become a member, and continuing to be a member, it is necessary for us to hold certain information about you and your boat(s) and we therefore request your consent to hold this information on our database.

#### **Our database**

Our database contains names, addresses, phone numbers, email addresses, boat and insurance details, dates of joining and leaving, cadets' ages and payments of subscriptions and donations. This information comes from the membership application / renewal form. It also defines the membership category of membership (family, adult, cadet, social or honorary and status (active, defaulted, resigned).

We do not communicate directly with cadet members, rather via their parents, unless the parents give their approval.

We hold medical information relevant to your or your children's safety, where you provide it.

This data is kept on committee members' private computers, password protected. The computers also have appropriate antivirus / firewall software. It is not given to anyone outside the CSSC committee (and certainly not to any commercial interest), and is used only for the administration of the club and sending out information about the club by post or email. On request, the membership secretary will give anyone a copy of their entry on the database; he can't remove anyone from the list while they remain a member.

#### **Review of Data**

##### **What personal data do we hold?**

We hold the following information on our members:

- names,
- type of membership;
- addresses,
- phone numbers,
- email addresses,
- boat and insurance details,
- dates of joining,
- cadets' ages and leaving,
- payments of subscriptions and donations; and
- race results

## **Do we need this information?**

We need this information to be able to run the club and to communicate with our members.

## **Where it came from and the basis on which it was collected; □**

The information comes from the membership registration form and the cadet form where cadets take part in the Sunday morning activities (this information is kept on paper only).

## **What do we do with it and what are we planning to do with it?**

We collect this information for the following purposes:

- to communicate with our members by email (bcc'd) and by post;
- to know how many members we have;
- how many boats and boat types are kept in our compound;
- to determine the Club's financial position; and
- to plan our events ie races for particular classes of boats

## **Where and how you store it?**

This data is kept on committee members' private computers, password protected. The computers also have appropriate antivirus / firewall software.

## **Former members**

Once a member leaves the Club their details are categorised as "retired" then held until the following renewal. Email details will continue to be held separately if a former member requests to be kept informed of club activities. The retired member has the right to request an extract of any data held relating to them and that this be removed at any time.

## **Entries for regattas and Events**

The data collected for these events will be kept for that event only and destroyed at the end of the event.

## **CCTV**

The Club does not have CCTV but there is CCTV at Clyde Murshiel over which the CSSC has no control and neither does the Club have any control over video/still photography at Castle Semple Loch.

**March 2018**