

CASTLE SEMPLE SAILING CLUB

General Data Protection Regulations (GDPR)

The GDPR comes into force on 25th 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.

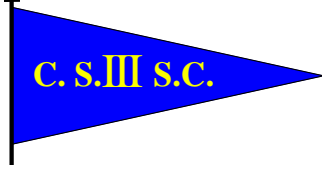
Entries for regattas and Events

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



Castle Semple Sailing Club

Commodore: Dawn Kyne

Registration 2018

Membership Fees

<u>Membership Details</u>	Rates	
Family annual membership	£90
Adult annual membership	£65
Cadet annual membership (Up to 18yr)	£60
Social annual membership	£20
 <u>Additional Fees</u> (only applicable if approved by Committee)		
Boat space	£75
Members not paying boat space fee wishing to use club boats	£50
Cadet use of club boats	£30
Additional stacked boats in the same footprint as the main boat	£37
Small Boats e.g. Optimist, Topper, RS Tera (small/shared boat space)	£37
Road trailer(s) each (if stored separate from Boat space)	£17
Canoe(s) each (only applicable for those members with a boat space)	£15
	Total	£

BACS: RBS 10738486 83-23-13 (please use your name as reference)

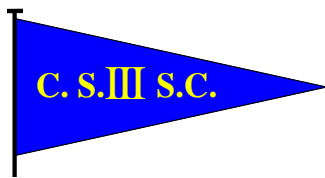
Payment by BACS:

BACS Reference:

Payment by Cheque:

Cheques made payable to "Castle Semple Sailing Club"

Cheque Details (Bank/Cheque no.):



Castle Semple Sailing Club

Commodore: Dawn Kyne

Registration Form 2018

Membership Details

Name:			
Address:			
Town:		Postcode:	
Tel:		Mobile:	
Email:			

Names of Family Members: Include ages when under 18 or copy of matriculation card if student cadet	

Application for Boat Space(s):					
Class of Boat:		Sail No:		Valid Measurement Cert:	Yes/No
Class of Boat:		Sail No:		Valid Measurement Cert:	Yes/No
Class of Boat:		Sail No:		Valid Measurement Cert:	Yes/No

I have read and confirm acceptance and adherence to the following CSSC documents contained in the CSSC Membership Pack 2018 provided with this application form:

(please tick boxes)

The terms of the Constitution

CSSC Operations Manual & Child Protection Policy

CSSC GDPR

I have appropriate valid Insurance Policy(s) in place for all equipment stored /used and activities undertaken at CSSC.

Signature

Date:

When completed this form should be returned with remittance / confirmed payment details to:

**Mr Steven Cochrane
65 Douglas Avenue,
Elderslie
PA5 9ND**

Note 1. Members sail at their own risk.

Note 2. Cadet Consent/Waiver form to be completed and signed for all under 18 years

Note 3. CSSC has no control over video/still photography at Castle Semple Loch.

Email: csscmembership@btinternet.com