

# Findochty Water Sports Club Privacy Policy

## **Our contact details**

Name: Findochty Water Sports Club

E-mail: ann.fwsc@gmail.com

## **The type of personal information we collect**

We currently collect and process the following information:

- *Personal identifiers, contacts and characteristics (for example, name and contact details)*
- *Name of members*
- *Home address of members*
- *Postcode of members*
- *Email Address of members*
- *Emergency contact name and relationship*
- *Emergency contact phone number*
- *Your specific interests such as sailing / fishing / pleasure boating / Skiff rowing / kayaks / canoes / SUP*
- *If you own a boat*
- *Your boat name*
- *Financial data for payment for membership and goods*
- *Photographs of members*

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- *To administer your membership application form for membership of FWSC*
- *To communicate with you about club news, committee meetings and events*
- *To organise and notify members of details of specific events relevant to your membership*

We also receive personal information indirectly, from the following sources in the following scenarios:

- *Your bank account identifier details from your issuing bank notifying us when you pay for goods or membership by electronic bank transfer.*

We use the information that you have given us in order to

- *To administer your membership application form for membership of FWSC*
- *To communicate with you about club news, committee meetings and events*
- *To organise and notify members of details of specific events relevant to your membership*

We may share this information with:-

- *the organisers of any skiff rowing regattas to enable them to place you in a specified race.*

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

- *Your consent. You are able to remove your consent at any time. You can do this by contacting the Club Secretary by email **ann.fwsc@gmail.com***

## How we store your personal information

Your information is securely stored.

- We keep your paper **club membership application form in a file** for 12 months. We will then dispose of your club membership application form by shredding the form.
- We keep **minutes of meetings electronically which may contain personal data** for 6 years. We will then dispose of your information by deleting the minutes beyond them being able to be recovered.
- We keep **emails electronically which may contain personal data** for 6 years. We will then dispose of your information by deleting the emails beyond them being able to be recovered.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at **ann.fwsc@gmail.com** if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by writing to our Club Secretary Ann Hodges [ann.fwsc@gmail.com](mailto:ann.fwsc@gmail.com). If in the event you wish to raise a matter concerning the use of data by our Club Secretary, please write to the club Commodore Sandy Baird [sandybaird@fwsc.org.uk](mailto:sandybaird@fwsc.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>