

# Poole Sailability

## Data Privacy Notice



### 1. About this Notice

- The Data Protection Act 1998 has been replaced by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- Our Data Privacy Notice sets out how Poole Sailability applies data protection principles to processing data. This notice 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.
- We may collect, use and store your personal data, as described in this Data Privacy Notice and as described when we collect data from you. We propose to start with the minimum of personal data needed to run the charity. We are aware that in the future, in support of reporting to external bodies, fundraising etc, we may need to hold additional data elements such as gender, age, ethnicity etc.
- We reserve the right to amend this Data Privacy Notice from time to time without prior notice. You are advised to check our website [www.poolesailability.org.uk](http://www.poolesailability.org.uk) regularly for any amendments (but amendments will not be made retrospectively).
- We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data.
- Some organisations appoint what they call a Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at [poole.sailability@gmail.com](mailto:poole.sailability@gmail.com) in case you have any questions. For the purposes of the GDPR, the Trustees will be the “controller” of all personal data we hold about you.

### 2. Who are we?

We are Poole Sailability a Charitable Incorporated Organisation, registered charity number 1166542. Our contact details can be found at [www.poolesailability.org.uk](http://www.poolesailability.org.uk)

### 3. What information we collect and why.

Type of information	Purpose(s)	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Poole Sailability. Managing the duty rotas and sailing sessions.	Performing the charity's contract with the Member. For the purposes of our legitimate interests in operating a charity.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests and those of their dependants.
Membership Fee, amount and date	Recording payment of annual membership fee.	Performing the charity's contract with the Member.
Photos and videos of members	Putting on Poole Sailability's website and social media pages and using in press releases.	We will seek the Member's consent on their membership application form. The Member may withdraw their consent at any time.
Member's name and relevant qualifications and experience	Managing sessions, rotas, and other volunteer duties at the Poole Sailability.	For the purposes of our legitimate interests in making sure that we can contact those offering time and expertise, and provide details of relevant skills to the membership.

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#### 4. How we protect your personal data

- 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.
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- We will notify you promptly in the event of any actual or possible breach of your personal data that might expose you to serious risk.

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

- 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 the table above or in the paragraph below.
- 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. for training providers). 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.

#### 6. How long do we keep your information?

- We will hold your personal data on our systems for as long as you are a member of Poole Sailability and for as long afterwards 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.
- We securely destroy all financial information once we have used it and no longer need it.

#### 7. Your rights

You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself in certain circumstances.

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

- Website: <https://ico.org.uk/concerns>
- Telephone: 0303 123 1113.
- Address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to any of our Trustees; contact details are available at [poole.sailability@gmail.com](mailto:poole.sailability@gmail.com)

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### 8. Reviewing the Notice and Procedure

This notice will be reviewed every year and any updates required by a change in local or national notice.

#### Change Record

Date of Change	Changed By:	Comments:
13/11/2018	Trustees	Version 1.0