

# Minnis Bay Windsurfing Club DATA PRIVACY POLICY (2018)

## 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and instructors, 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 Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.minnisbaywindsurfingclub.org.uk](http://www.minnisbaywindsurfingclub.org.uk) regularly for any amendments.

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

## 2. Who are we?

2.1 We are ‘Minnis Bay Windsurfing Club’. We can be contacted at: [info@minnisbaywindsurfingclub.org.uk](mailto:info@minnisbaywindsurfingclub.org.uk)

## 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club.	Performing the Club's contract with the Member.  For the purposes of our legitimate interests in operating the Club.
The name and telephone number of member's partner.	Managing the Member's partner's membership of the Club.  Point of contact in emergency.	Performing the Club's contract with the Member's partner.
Club equipment rental status.	Managing membership category and rental eligibility.	Performing the Club's contract with the Member.

Photos and videos of Members and their equipment.	Putting on the Club's website and social media pages and using in press releases, promotional material, etc.	Consent. We will seek the Member's consent on their membership application form. The Member may withdraw their consent at any time by contacting us by e-mail.
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#### **4. How we protect your personal data**

4.1 We will not transfer your personal data outside the Club without your consent.

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 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **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 (which you are free to withhold) except where we are required to do so by law.

5.2 We may share your contact details with other Club members for specific relevant reasons (eg, social events, training, kit for sale, etc) if you opted to allow this on your membership application form.

#### **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 Clubs' 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

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed.
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

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

<https://ico.org.uk/concerns/>  
0303 123 1113.  
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 [info@minnisbaywindsurfingclub.org.uk](mailto:info@minnisbaywindsurfingclub.org.uk).