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The Osprey Class Association Privacy Policy

1 About this Policy

1.1 This policy explains when and why we, the Osprey Class Association, collects personal information about you, its Members (all member types), Osprey Boat Owners and Coaches, how it is used and how it is kept secure and your rights in relation to it.

1.2 Personal information may be collected, used, stored, as described in this Data Privacy Policy and as described when data is collected 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 [http://www.ospreysailing.org/] regularly for any amendments (but amendments will not be made retrospectively).

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,co,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 the Osprey Class Association (know as the 'Association' going forward in this policy document) and we can be contacted through the Secretary, Ros Downs, by email: rosdowns@btinternet.com or phone: 07928483789 or by letter – 25 Orchid Meadow, Pwllmeyric, Chepstow, NP16 6HP - or through the Class Association Website.

3 What information we collect and why:

Type of Information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, email address(es)	Managing the Member's membership of the 'Association'	Performing the 'Association's' contract with the Member. For the purposes of our legitimate interests in operating the 'Association'

Type of Information	Purposes	Legal basis of processing
The names (and ages if appropriate) of the Member's dependents	Managing the Member's and their dependents' when involved with the Association	Performing the 'Association's' contract with the Member.
Emergency contact details	Contacting next of kin in case of emergency.	Protecting the Member's vital interests and those of their dependents
Date of birth / age related information	Managing Membership categories which are age related.	Performing the 'Association's' contract with the Member.
Gender	Ensuring adequate provision of facilities for Members and managing categories that are gender related. Reporting information to the RYA	For the purposes of our legitimate interests in making sure that we can ensure sufficient provision and suitable facilities (including changing rooms and toilets) and categories for each gender. For the purposes of the legitimate interests of the RYA to maintain diversity data required by the Sports Councils
The Member's name and/or Boat Owner's name, address, email, boat name and sail number.	Managing boat data including registering the boat and owner when boats change hands or are newly built / remeasured, putting boats or associated components up for sale. Managing an online boat register Race entries and race results. Sharing race results with clubs, other class associations and the RYA, and providing race results to local and national media. Arranging (& allocating) compound spaces, if necessary, for open meetings, Nationals etc	For the purposes of managing the boat data including the Second Hand boat list. For the purposes of our legitimate interests in organising fixtures eg the Wilkinson Sword event, Regional events and the Nationals. For the purposes of our legitimate interests in promoting the 'Association'. For the purposes of our legitimate interests in managing the 'Association'
Photos and videos of Members and their boats	Putting on the 'Association's' website and social media pages and using them in press releases	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by email or letter.

Type of Information	Purposes	Legal basis of processing
Bank Account details of the Member or other person making payment to the 'Association'	Managing the Member's and their dependants' membership of the 'Association', the provision of services and events.	Performing the 'Association's' contract with the Member.
Member's and former Member's name and email address	Passing to the RYA for the RYA to conduct surveys of Members and former members of the 'Association' (and other affiliated Class Associations affiliated to the RYA). The surveys are for the benefit of the 'Association' (and other Class Associations) and / or the benefit of the RYA.	For the purposes of our legitimate interests in managing the 'Association' and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Coach's name, address, phone numbers and relevant qualifications and/or experience.	Managing Coaching for the 'Association' Members	For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details coaching to members.

4 How we protect your personal data

4.1 We will not transfer your personal data outside the EU 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 unauthorized 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 For any payments which we take from you online we will use a recognized online secure payment system.

4.5 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 required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 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.* to print newsletters and send you mailings). 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?

6.1 We will hold your personal data on our systems for as long as you are a Member of the Osprey Class Association and for as long afterwards as it is in the 'Association's' 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 our Secretary, details can be found in paragraph 2.1.