

LOCH ARD SAILING CLUB

DATA PROTECTION AND PRIVACY POLICY

The attention of members is drawn to the Club's Data Protection and Privacy Policy, which is set out below. You have rights under the General Data Protection Regulation:

- (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.

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

Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road,
St Andrews, Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

e-mail: enquiries@itspublicknowledge.info

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1. Introduction

Loch Ard Sailing Club (“LASC” or “the Club”) is committed to complying with the requirements of the Data Protection Act 1998 and subsequent legislation in respect of personal data relating to members. LASC collects and processes personal data relating to members with their consent in the course of its management of the club and its activities.

2. Collection of Data

LASC will collect personal data by means of forms and requests issued to individual members or families or to visitors for completion, including membership application and renewal forms and entry forms for races and other special events. LASC will request only the data it considers necessary for the proper management, administration and promotion of the Club in line with the terms of its constitution.

LASC may seek further information and opinions from members for planning and club management purposes, but will not identify any individual in relation to any information or opinion received or in any data analysis.

3. Storage of Data

Personal data held by LASC may be stored in the following forms:

- (a) Hard copy membership forms and duty forms
- (b) Data on a computer database extracted from such forms for the purpose of administering club activities and communicating with members
- (c) Data stored on Dutyman or any similar product for such purposes
- (d) Photographs held in digital form to be used in accordance with paragraph 6.

4. Security of Data

LASC will take all reasonable steps to protect the confidentiality of electronic and manual data.

Hard copy data will be held by the Membership Secretary

Electronic data will be held on the Membership Secretary’s personal computer and removable devices, as well as in cloud-based memory, and all files password protected. Such data as may be required by other committee members, including the Treasurer and the Sailing Secretary, may be held by them, all files being password protected.

Back up copies of electronic data may be held securely by the Membership Secretary and by another committee member or members.

5. Disclosure of Data

Personal data will be used to compile club duty rosters, and to inform members of the club's racing programme and other events. Members' contact details will not routinely be made available to other members, and will be provided only to the extent required for club purposes. Hard copies of duty rosters may be displayed in the clubhouse. Contact details of club committee members may be published in the Membership Handbook.

Members' personal data will not be disclosed without their consent to third parties except to any extent that may be required or authorised by law.

Personal data may be used from time to time to inform members of events or information of potential interest to them as members of LASC.

6. Photography

Photographs taken at club events may be used to record such events and to promote the club generally, for example by publication on the club website or in club newsletters and on display at the clubhouse or elsewhere. For practical reasons these may include those under 18 in group photographs.

No individual image of a person under 18 (or group of persons under 18) will be used for such purposes without the consent of parent(s) or guardian(s). Individuals will not be identified by name in relation to photographs without their consent or, in the case of those under 18, that of a parent or guardian.

7. Data Controller

The Club Membership Secretary will be the Data Controller. Members' queries and concerns about data protection should be directed to him/her in the first instance.

8. Access Requests

Members may request details of the data held about them by LASC. Such requests should be directed to the Data Controller.

9. Data Retention

Subject to the exceptions specified, personal data relating to members will be retained for the duration of their membership and for as long thereafter as is necessary to comply with the club's legal obligations. The club will review personal data of members each year to establish whether or not it is entitled to retain it. If it is not entitled to do so, it will cease to process it except that it

will be retained in archived form to allow for compliance with future legal obligations and the establishment, exercise or defence of any legal claims.

Names of club officers and committee members (including co-opted members of subcommittees) and details of posts held will be retained in perpetuity

Names of members participating in racing and the results will be retained in perpetuity.

10. Review

This policy will be reviewed at least annually by the Committee and amended as required in the light of experience and legislative changes.