



The Poole Yacht Club

General Data Protection Regulation Policy

Our Commitment:

The Poole Yacht Club is committed to the protection of all personal and sensitive data for which it holds. All data will be handled responsibly and in line with the data protection principles and the Data Protection Act. <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

Any changes to data protection legislation (GDPR 2018) will be monitored and implemented to remain compliant with all requirements.

The legal basis for processing data are as follows:

- a) Consent: the member of the Club has given clear consent for the Club to process their personal data for a specific purpose.
- b) Contract: the processing is necessary for the member of staff's employment contract.
- c) Legal obligation: the processing is necessary for the Club to comply with law (not including contractual obligations). Performing the Club's contract with the Member.

The Club General Manager is responsible for data protection (Data Controller). However, all Club staff and members must treat all member information in a confidential manner and follow the guidelines as set out in this document.

The Club is also committed to ensuring that its staff are aware of data protection policies, legal requirements and adequate training is provided to them.

The contents of this policy are mandatory for all staff employed by the Club and any third party contracted to provide services within the Club.

Notification:

If required, the Clubs data processing activities will be registered with the Information Commissioners Office (ICO) as required of a recognised Data Controller. Details are available from the ICO:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

If required any changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified within 72 hours to the individuals concerned and the ICO.

Personal and Sensitive Data:

All data within the Clubs control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance:

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

The principles of the Data Protection Act shall be applied to all data processed:

- Ensure that data is fairly and lawfully processed
- Process data only for limited purposes
- Ensure that all data processed is adequate, relevant and not excessive.
- Ensure that data processed is accurate

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- Not keep data longer than is necessary
- Process the data in accordance with the data subjects rights
- Ensure that data is secure

Fair Processing / Privacy Notice:

The Club shall be transparent about the intended processing of data and communicate these intentions via notification to members and staff prior to the processing of individuals data.

Notifications shall be in accordance with ICO guidance and where relevant, be written in a form understandable by those defined as 'Children' under the legislation.

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/>

There may be circumstances where the Club is either required by law or in the best interest of members and staff onto external authorities, for example Local Authorities or The Poole Harbour Commissioners.

These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect. The intention to share data relating to individuals, to an organisation outside of the Club shall be clearly defined within notifications and the details of the basis for sharing data given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of individuals data shall be first notified to them. Under no circumstances will the Club disclose information or data:

- That would cause serious harm to a member or anyone else's physical or mental health or condition
- That would allow another person to be identified or identifies another person as the source, unless the person is an employee of the Club or a local authority or has given consent, or it is reasonable in the circumstances to disclose the information without consent. The exemption from disclosure does not apply if the information can be edited so that the persons' name or identifying details are removed.

Data Security:

To assure the protection of all data being processed and make informed decisions on processing activities, the Club shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individuals' privacy in holding data related to them.

Risk and impact assessments shall be conducted in accordance with guidance given by the ICO:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

The security arrangements of any organisation with which data is shared shall also be considered and where required these organisations shall provide evidence of the competence in security of shared data.

Data Access Requests (Subject Access Requests):

All individuals whose data is held by the Club, has a legal right to request access to such data or information about what is held. The Club will respond to such request with one month and request should be made in writing to:

Chas Kirkby

General Manager

The Poole Yacht Club

New Harbour Road West

Hamworthy

Poole BH15 4AQ

No charge will be applied to process this request.

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Personal data about members will not be disclosed to third parties without consent, unless the Club is obliged by law or in the best interests of the membership. Data may be disclosed to the following third parties without consent:

- Police and Courts – If a situation arises where a criminal investigation is being carried out, the Club may have to forward information on to the police to aid their investigation. The Club will pass on information onto the courts as and when it is ordered.
- Health Authorities – As obliged under health legislation, the Club may pass on information to monitor and avoid the spread of contagious diseases in the interest of public health.
- Right to be Forgotten – Where any personal data is no longer required for its original purpose, an individual can demand that the processing is stopped and all their personal data is erased by the Club, including any data held by contracted processors.

Photographs and Video:

Images of members and staff may be captured at appropriate times and as part of educational activities for use in the Club only.

It is the Clubs policy that external parties (including parents) may not capture images of members or staff during any activities carried out on Club premises.

As part of Club security and as per the Liquor Licensing Authority, CCTV is in constant operation; images captured by the system will only be used if a situation arises where an investigation needs to be made.

Such images are erased from the system every 30 days.

Location of Information and Data:

Hard copy data, records and personal information are stored out of sight and in a secure office. The only exception to this is medical information, held during regattas, open meetings and other events that may require immediate access. This will be held by the nominated First Aid Officer.

Sensitive or personal information and data should not be removed from the Club premises at any time.

Data Disposal:

The Club recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data held in any form of media (paper, tape, disc, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Disposal of IT assets holding data shall be in compliance with ICO guidance: https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf