



Royal Corinthian Yacht Club & Corinthian Otters

PRIVACY POLICY

1. About this Policy

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

1.3. We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check our website www.royalcorinthian.co.uk or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4. We will always comply with the Data Protection Act 2018 ("DP Act") when dealing with your personal data. Further details on the DP Act can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the DP Act, we will be the "controller" of all personal data we hold about you.

2. Who are we?

We are the Royal Corinthian Yacht Club Limited & the Corinthian Otters (the "Club's"). We can be contacted at: The Quay, Burnham on Crouch, Essex, CM08AX; phone: 01621 782105; e-mail: info@royalcorinthian.co.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) and boat names.	(i). Managing the Member's membership of the Club. (ii). Keeping in touch with the Member (including by newsletter). (iii). Managing the duty roster.	(i). Performing the Club's contract with the Member. (ii). For the purposes of our legitimate interests in operating the Club. (iii). For the purposes of our legitimate interests in operating the Club.

The names and ages of the Member's dependants	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.
The Member's name, boat name and sail number.	(i). Managing race entries and race results. (ii). Publishing race results at the club and with other clubs, class associations, and the RYA, and providing race results to local and national media. (iii). Allocating moorings and compound spaces.	(i). For the purposes of our legitimate interests in holding races for the benefit of members of the Club. (ii). For the purposes of our legitimate interests in promoting the Club. (iii). For the purposes of our legitimate interests in operating the Club
Photos and videos of Members and their boats	Putting on the Club's website, social media pages, newsletter and using in press releases.	We will seek the Member's consent but the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Radio call signs	Collected for a rally and shared between those participating in the rally and for race management purposes.	For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other and to run races from the Club.
The Member's name, address, years as a member, telephone number, e-mail address and boat name.	Creating and managing the Club's online and hard copy Membership Directory.	For the purposes of our legitimate interests in operating the Club. An Impact Assessment in the Club Office explains the Club's position. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Bank account details of the member or other	Managing the Member's and their dependants' membership of the Club,	Performing the Club's contract with the Member.

person making payment to the Club	the provision of services and events.	
Instructor's and students' names, addresses, email addresses, phone numbers and Instructor's relevant qualifications and/or experience	Managing instruction at the Club and the Training Centre.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members and visitors and for Performing the Club's contract with the student.
Employees and representatives of suppliers to the Club	Entering into and managing arrangements with suppliers	Entering into and performing contracts with suppliers

4. How we protect your personal data

4.1. We will not transfer your personal data outside of the United Kingdom 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. For any payments which we take from you online we will use a recognised 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 we are required to do so by law or as set out in the table above or in 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, send you mailings, provide accounting services and services associated with purchasing of club merchandise). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. 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. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used 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 Club and for as long afterwards as it is in the Club'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 explained

7.1 It is important that you understand what rights you have in respect of the DP Act, which are:

- (a) The right to be informed (knowing how we will use your data).
- (b) The right of access (being provided with copies of your data).
- (c) The right to rectification (changing incorrect information we hold).
- (d) The right to be forgotten (erasure and requesting deletion of your Personal Data).
- (e) The right to restrict processing (limiting how we use your data).
- (f) The right to data portability (moving your data in a useable format).
- (g) The right to object (when we must stop processing your data).

To let us know that you wish us to exercise any of your rights outlined above please contact in writing the Clubs' Compliance Officer at the Royal Corinthian Yacht Club, The Quay, Burnham on Crouch, Essex, CM0 8AX or email info@royalcorinthian.co.uk.

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

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

<https://ico.org.uk/concerns/> Phone: 0303 123 1113.

7.3 For further information on each of those rights, including the circumstances in which they apply, please see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

