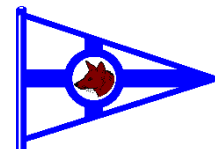


## The Soar Boating Club Privacy Notice



### Your data matters! – How we look after your data

The Soar Boating Club (the Club) collects, holds and processes information, including personal information about its members, to allow it to provide activities effectively. The Club recognises that this information is important to members and that it is responsible to the members for the information it holds about them. As such, it takes seriously its responsibilities under the General Data Protection Regulation and the Data Protection Act 2018.

The Club is the data controller. This means that we have to look after all the personal information we collect and use and make sure that it is done so proportionately, correctly and safely.

If you require general information about the General Data Protection Regulation and the Data Protection Act 2018, information is available on the Information Commissioner's website at: [www.ico.org.uk](http://www.ico.org.uk)

#### What is personal data?

Personal data is information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored or disposed of it must be done within the terms of the Data Protection legislation.

#### Is some of my information “special”?

No.

For more detailed information about what is personal data please see the Information Commissioner's at: [www.ico.org.uk](http://www.ico.org.uk)

#### How do we use your personal data?

The Club collects, holds and uses personal data to allow it to provide activities for the members. These activities include, amongst others, providing membership handbook, moorings, events, fuel.

We will process personal data for the following purposes:

- For the purpose for which you provided the information. e.g. processing information given on a membership form for the purpose of processing your membership.
- To allow the Club to be able to communicate and provide activities appropriate to your needs, e.g. to keep you up to date with Club activities.
- Where necessary to protect individuals from harm or injury

If you would like to see in detail how your personal data is used and who it is shared with in connection with the above activities and any other activities that the Club supplies with please click on the following link: [<link> privacy notices](#)

You will see from the privacy notice that sometimes we will need your consent to process the personal information. If you have provided a consent this can be removed at any time. If you want to remove that consent please contact the Membership Secretary.

#### How will the Club use the information they collect about me?

Where otherwise permitted under the General Data Protection Regulation and the Data Protection Act 2018.

## **Using your personal data- Ensuring that we maintain high standards**

In deciding what personal data to collect, hold and use, the Club is committed to ensuring that it will:-

- Recognise that any personal data handled by the Club is held on behalf of that person and that we ensure we respect that responsibility
- Adopt and maintain high standards in respect of the handling and use of that personal data
- Only collect, hold and use personal data where it is necessary and proportionate to do so
- Securely delete any personal data when no longer needed
- Keep your personal data secure and safe
- Not unnecessarily and without good reason, infringe the privacy of the members
- Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems
- Be open with individuals about how we use their information and who we give it to
- Make individuals aware they can correct their personal information by contacting the Membership Officer
- Ensure that there are effective safeguards and systems in place to make sure personal information is kept securely and does not fall into the wrong hands
- Provide training to Officers who handle personal information.
- Officers processing personal data at home must ensure they have appropriate security to protect personal information from loss, accidental damage.

The Club may disclose personal data to third parties, but only where it is necessary, either to comply with a legal obligation, or where permitted under the General Data Protection Regulation and the Data Protection Act 2018 e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime, or where it is necessary to allow a third party working for or on behalf of the Council.

The Club will strive to ensure that any personal data in its care will be kept safe and that where your information is disclosed to a third party, the Club will seek to ensure that the third party has sufficient systems and procedures in place to prevent the loss of personal data.

### **How do we protect your personal information?**

We have a data protection policy which can be accessed [here](#), <link> which explains how we look after your personal information. We also have lots of practical measures to protect your information such as:

- Limiting access on systems to only which Officers need to access the information
- Making Officers aware of how to handle your data safely and in accordance with the data protection legislation.
- Encryption of sensitive electronic communications such as e-mails as well as encryption of disks and memory sticks. Encryption is a means of ensuring that data can only be accessed by authorised users. This means that the information is hidden and cannot be read without a password.
- Testing of any IT equipment as necessary and keeping up to date with regular security updates

## **How long can we keep your personal information for?**

We only keep personal data as long as it is necessary to do so. The information you provide will be kept for 1 year after the last communication with you and the Management Minutes will be kept for 10 years from the date of the meeting.

## **What are your Rights?**

### **1. You can ask for access to the information we hold on you known as a personal information request**

You are legally entitled to request access to any records held by the Club about yourself. The Club will seek to comply with your request, but there may be some situations where it will not be able to do this in full if we think that giving you the information may stop us from preventing a crime.

If you would like to request a copy of your personal information please write to the Membership Officer, 23 Desford Road, Newbold Verdon, Leicestershire or email to [sbcnormanton@gmail.com](mailto:sbcnormanton@gmail.com).

If you have any questions regarding your rights please contact the Honorary Secretary at the Soar Boating Club, Main Street, Normanton on Soar, Loughborough, Leicestershire LE12 5HB.

### **You can ask to change information that you think is inaccurate**

If you receive a copy of your information and you find that any information is inaccurate you have the right to ask us to correct the information. We may not always be able to change or remove the information, but we will correct factual inaccuracies and add supplemental comments. In some cases, we may also record your comments to show that you disagree with information held about you. Whilst the Club tries to ensure that any personal data it holds about you is correct, there may be situations where the information it holds is no longer accurate. If this is the case, please contact the Membership Officer so that any errors can be investigated and corrected. If you think your information is incomplete you can ask for a supplementary statement to be added to give an accurate picture.

The Club will try to ensure that all records are accurate and up to date. If you find any inaccuracies you can let us know.

### **2. Right to be forgotten- right to ask for your information to be deleted**

You have the right to ask for information to be erased although this is not an absolute right. If your data is no longer necessary for the purpose for which it is collected you can ask for it to be erased. The Club will seek to comply with your request but there may be some situations where it will not be able to do this, e.g. where the Club is required to hold or process information to comply with a legal requirement.

Where your personal information has been shared with others we will do what we can to make sure they also comply with your request for erasing the information.

### **3. A right in certain circumstances to request restriction of processing**

You also have the right to ask the Club to limit processing in certain circumstances for example where you have contested the accuracy of information held that is about you or if the Club no longer needs the information although again there are some exceptions. For example we may need to hold or use your information because we are required to do so by law.

If you would like to ask the Club to exercise this right please write to the Honorary Secretary at The Soar Boating Club, Main Street, Normanton on Soar, Loughborough, Leicestershire LE12 5HB.

#### **4. Right to object to processing of data in certain circumstances**

You have the right in some circumstances to object to the Club processing your personal data in relation to any Club activity. Where possible, the Club will seek to comply with your request but there may be some situations where it will not be able to do this, e.g. where the Club is required to hold or process information to comply with a legal requirement, or where deletion of this information may cause delays or hinder the Club's ability to provide activities to you. The right to object only applies in limited circumstances and for more information please contact the Honorary Secretary at The Soar Boating Club, Main Street, Normanton on Soar, Loughborough, Leicestershire LE12 5HB. **Right in certain circumstances to request portability of your data to another provider**

You also have the right in certain circumstances to get a copy of your information in an electronic form and re-use it with other providers. This right only applies to information processed by automated means or information obtained by consent from you. It's likely that data portability will not apply to our activities. For further information please contact the Honorary Secretary.

#### **5. Rights in connection with automated decision making including profiling**

The Club does not process your information by automated means.

For more information regarding data protection issues you may wish to contact the Information Commissioner's Office (ICO) at [casework@ico.org.uk](mailto:casework@ico.org.uk)

You can also contact the Information Commissioner's Office at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK95AF

For more information about the ICO visit: <https://ico.org.uk>

#### **Changes to this privacy notice**

The Club encourages you to periodically visit its web site to review this notice and to be informed of how the Club is protecting your information. The Club will continually review and update this privacy notice to reflect changes in our activities as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the top of this notice. If there are substantial changes to this statement or in how The Club will use your personal information, we will advertise the updated notice both on the front page of the Club web site and on the Club's notice board in the Clubhouse. This privacy notice was last updated in May 2018.