



UK RS Tera Class Association

Data privacy policy

About this Policy

This policy explains when and why we collect personal information about our members, their parents or guardians and instructors, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website <https://www.rstera.org.uk> regularly for any amendments (but amendments will not be made retrospectively).

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.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Who are we?

We are the UK RS TERA CLASS ASSOCIATION. We can be contacted at secretary@rstera.org.uk or on 07821 888198.

What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, home sailing club if applicable, address, telephone numbers, e-mail address(es), School, parents or guardians	Managing the Member's membership of the Class. Managing the duty roster.	Performing the Class contract with the Member. For the purposes of our legitimate interests in operating the Class.
The names and ages of the Member and their parents or guardians	Managing the Member's membership of the Class	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
Date of birth / age related information	Managing membership categories which are age related	Performing the Classes contract with the Member.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. For the purposes of the legitimate interests of the Class

Gender <i>contd</i>	Reporting information to the RYA.	to maintain diversity data required by Sports Councils.
The Member's name, home sailing club if applicable, boat name and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in holding races for the benefit of members of the Class Association. For the purposes of our legitimate interests in promoting the Class Association.
Photos and videos of members and their boats	Putting on the Class website and social media pages and using in press releases.	Consent. We will seek the Member's and/or parents or guardians consent on their membership application form and each membership renewal form and the Member or their parent or guardian may withdraw their consent at any time by contacting us by e-mail or letter.
Radio call signs	Collected for event safety and shared between those participating in the event , coaches, safety and race management team	For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other
The Member's and parent or guardian name and e-mail address(es)	Creating and managing the Class' online Membership Directory.	Consent. We will seek the Member's and parent or guardian consent on their membership application form and each membership renewal form. The Member and/or parent or guardian 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 person making payment to the Class Association	Managing the Member's membership of the Class Association, the provision of services and events.	Performing the Class' contract with the Member and their parent or guardian.
Member's and their parents or guardians name and e-mail address(es)	Passing to the RYA for the RYA to conduct surveys of members of the Class (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the Class (and other clubs) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Class and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.

How we protect your personal data

We will not transfer your personal data outside the European Economic Area (EEA) without your consent.

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.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

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.

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.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Class and for as long afterwards 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.

We securely destroy all financial information once we have used it and no longer need it.

Your rights

You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- 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 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 Class Secretary at secretary@rstera.org.uk or the Class Welfare Officer at rsterasafeguarding@hotmail.com

Review date:	Reviewed by:
September 2017	Fiona Attwell