

Madoc Yacht Club

Data Protection Act 1998 and from 25th May 2018 the General Data Protection Regulation

Privacy Statement

Madoc Yacht Club understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all and any personal data. Any personal data we do collect will only be used as permitted by law and is collected for the specific purposes of:

- Membership Application Forms
- Contracts for berths on the club's pontoon and additions to waiting list for a future pontoon berth
- Telephone/mobile numbers in case of an emergency or incident
- e-mail addresses for invoicing and social events calendar
- Contracts for the hire of meeting rooms
- Suppliers names, addresses and contact numbers.
- To provide information required by organisations to which we are affiliated.

1. Definitions and interpretation

In this Statement, the following terms shall have the following meanings:

“**personal data**” means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. The definition shall, where applicable, incorporate the definitions provided in the Data protection Act 1998 and from 25th May 2018 the General Data Protection Regulation (“GDPR”)

“**We/Us/Our**” means Madoc Yacht Club

2. What does this Statement Cover?

We have several lawful reasons that mean we can use and/or ‘process’ your personal information. Our primary lawful reason is “Legitimate interest” meaning the interest of your club to provide products or services to you:

- to meet any applicable legal or regulatory obligations: We need this to comply with law enforcement and to manage legal claims,
- to carry out other activities that are in the public interest: for example, we may need to use personal information to carry out anti-money laundering checks.

3. Your Rights

3.1 As a data subject, you have the following rights under the GDPR, which this Statement and our use of personal data have been designed to uphold, however we may not be able to delete data if there is a legal or regulatory requirement to keep it (please also refer to section 5):

3.1.1 The right to be informed about our collection and use of personal data;

3.1.2 The right of access to the personal data we hold about you;

- 3.1.3 The right to rectification if any personal data we hold about you is inaccurate or incomplete (please contact us using the details in section 8);
 - 3.1.4 The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like us to delete it sooner, please contact us using the details in section 8)
 - 3.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
 - 3.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
 - 3.1.7 The right to object to us using your personal data for particular purposes;
 - 3.1.8 Rights with respect to automated decision making and profiling.
- 3.2 If you have any cause for complaint about our use of your personal data, please contact us using the details provided in section 8 and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the UK’s supervisory authority, the Information Commissioner’s Office.
- 3.3 For further information about your rights, please contact the Information Commissioner’s Office or your local Citizens Advice Bureau.

4 **What Data Do We Collect**

We retain information from your application which includes contact details, age and family members. If you send us an e-mail, or call the Secretary or Treasurer by telephone, we may collect or amend your details, for example your email address or telephone number, and any other information you choose to give us that we may require in respect of your membership.

5 **How Do We Use Your Data?**

- 5.1 We will act as a **data controller** for most of the personal data use.
- 5.2 To meet any applicable legal or regulatory obligations: We need this to meet compliance requirements with our regulators to comply with law enforcement and to manage legal claims.
- 5.3 To carry out other activities that are in the public interest.
- 5.4 We may share your personal information with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation.

6 **How and Where Do We Store Your Data**

- 6.1 We only keep your personal data for as long as we need to, in order to use it as described, however (in the event that you make a request so to do) we may not be able to delete data if there is a legal or regulatory requirement to keep it.
- 6.2 The data we hold is stored in the UK.

6.3 Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your email address).

7 **How Can You Access Your Data**

You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, we will provide any and all information in response to your request free of charge. Please contact us for more details at madocyachtclub@gmail.com (please put GDPR ENQUIRY on the subject line)

8 **Contacting Us**

If you have any questions about this Privacy Statement, please contact us by email at madocyachtclub@gmail.com (please put GDPR ENQUIRY on the subject line). Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you.