OUSE AMATEUR SAILING CLUB

email: hon.secretary@oasc.co.uk

<u>OASC DATA PROTECTION POLICY</u>

Introduction

The Data Protection Policy (DPP) describes how members' data is collected, held and used by the OASC. The policy has been agreed by the OASC Committee and forms part of the club's compliance with the General Data Protection Regulations (GDPR).

Personal Data held

In order to provide our full range of membership services, the OASC holds all or some of the following personal information in one or more locations and formats. None of which is deemed to be particularly contentious.

Club membership software (computer)

- Members name and address
- Members email address and telephone numbers
- Names of other family members where appropriate
- Date of birth
- Date and amount of subscription payments and boat park fees
- Type of boat sailed and sail number

Club race computer, website and Facebook pages

- Photographs of members taken during club activities (sailing and social)
- Boat numbers and race results
- Members names

Hard copy documents for example Membership application forms and Open Meeting applications.

- Any of the above data on the form given by consent of the applicant
- For some events/activities there may be other data requested on the forms, if this data is given then obviously we will hold that data until destroyed as per our data policy

Just as important as what we do hold is what we do not hold – we do not keep any records of member's bank accounts.

Uses of Personal Data

The primary purpose of holding data is for the OASC to be able to fulfil its obligation to efficiently and effectively run the sailing club, communicate with its members in various formats (post, email, text and other electronic formats) and give the members information on events and activities that the club is organising. It will also sometimes be used to ask for volunteer help from the members and to offer members items of club merchandise or equipment for sale. Obviously we do need to be able to contact you somehow and email is the preferred method as it is free to the user and recipient.

The OASC will not supply membership data to third parties unless required to do so by UK law.

Storage of Data

Membership data is held on computer by the Hon Sec or the Membership Sec. The commercially produced software used is password protected as is the computer. Backup data is held by the relevant person and is only used in the event of the main data being corrupted or lost. Anti-virus software is installed and kept up to date.

Race photos and results are held by the club's website/ Facebook administrators for uploading onto the club website/Facebook pages as appropriate.

Race results are held by the Hon Sec and the Hon Sailing Sec and uploaded to the RYA for Portsmouth yardstick calculations, and are displayed on hard copy in the clubhouse. The Hon Sailing Sec may keep email addresses of active sailors for contact purposes.

Hard copies of data are kept in locked filing cabinets in the locked clubhouse.

Access to the Data

Only elected officers/committee members of the Club may access the data and then only for the role in which they are elected – for example the Hon Treasurer may ask for data regarding subscription payments and the Hon Sailing Sec may request race result data and email addresses of active sailors.

Members may request access to their own data, this must be in writing to the Hon Sec and proof of identity may be required before the data is released.

Changes to the data

OASC Data Protection Policy July 2021

Club officials will update the data as they become aware of changes.

Members are responsible for advising the Hon Sec of any changes to addresses, email addresses etc. If members change their address (postal or email) and fail to inform the Hon Sec (in writing or email) then correspondence may be delivered to the old address held by the club and therefore onto the wrong person.

Deletion of data

When membership has lapsed, the details will be held for up to two years and then deleted. This is to allow time for ex-members to re-join the club without previous history being lost.

If a member resigns from the club then the data is deleted at the time of resignation. Hard copies are normally destroyed within a year but race results sheets may be kept for longer.

Review of data held

Data held is normally reviewed annually and data no longer required will be destroyed at that time. We do not keep records of data deleted or destroyed.

Conclusions

The OASC does not hold a great deal of data on you, we only hold what we need to run the club and communicate with you – our members – we do not pass on your data to others unless we are required to by law and the data we hold has been freely given by you.

Data held on non-members (such as Open Meeting entries and PTBO forms) may be kept for up to two years but then destroyed. This data is normally in hard copy format and only includes the information required for that event.

If at any time you have any concerns regarding the data we hold or what we do with it the please contact the Hon Sec (hon.secretary@oasc.co.uk)