

Data Protection Policy

The collection and storage of data is regulated by General Data Protection Regulations (ICO.org.uk)

Any complaint or request should be sent to memb@bowmoor.co.uk If the reply is not satisfactory it can be directed to the regulator.

The Data Protection Officer for Bowmoor Sailing Club and Bowmoor Sailing Club Supporters is the membership Secretary who can be contacted at memb@bowmoor.co.uk

Data kept and transmitted is normally encrypted.

Data stored on Paper for some time is kept in a locked cupboard.

All computers that store personal data are password protected, the latest updates are applied and they are protected with anti virus software.

Membership form.

Data collected

Name, Email, Phone Numbers, Family Members, DOB, Address, Powerboat Qualifications, Sailing Qualifications, Preferred Duty Months, Participation Info, If under 16, Details of Subscriptions, Date of Joining, Dates and Value of Payments, Method of Payment, Boats paid for.

The information is collected by the completion of paper or electronic forms.

Storage

The data is stored on Webcollect and the Membership Secretary's Computer.

Details from paper forms are entered on to webcollect and then shredded.

Data is stored on Webcollect for up to 2 years after the last transaction and then deleted.

Data is stored on the Membership Secretary computer for 5 years and then deleted.

Names, emails and telephone numbers are input into Dutyman.

These are deleted each year after a member leaves.

Names, boat details, subscription paid and location are stored on the Boat Park spread sheet.

These are deleted when the boat permanently leaves the boat park.

Copies are kept for 1 year to identify abandoned boats.

Names and emails are input into Mailchimp and used for producing Bowsprit

These are deleted by members unsubscribing.

Race Sign on Sheets

Data Collected

Names, boats and sail numbers

Data is collected on paper forms which are destroyed within 1 month of being completed.

Names, boats and sail numbers and positions are posted on the website under Race Results

Updated 22/09/17