

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 password protected.

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.

The information is collected for the purpose of running the clubs

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.

A copy is stored in the clubhouse.

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

Copies are kept for 2 years to identify abandoned boats.

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.

The data is collected for the purpose of recording and reporting the results of races.

Names, boats and sail numbers and positions are posted on the website under Race Results and are kept for historical reasons.

Events

Data collected

This will depend on the event but can include, names, addresses, emails, telephone numbers, age, height, weight, sailing qualifications, dates and value of payments, method of payment health problems and relationships.

Data is collected for the purpose of running the events and recruiting new members.

Storage

Information for events can be collected on Paper forms and / or electronic forms via webcollect and by email

Paper forms will be deleted within 6 months.

Electronic data will be deleted after 1 year.

Newsletters

Names and emails are kept on Mailchimp by a process known as double opt in which requires everyone on the list to accept that they wish to be included on the database. They remain on the mailing list until they choose to unsubscribe. An unsubscribe option is on every newsletter.

Personal Data Records kept by the Treasurer:

On paper – Financial accounts including requests for payment with names, addresses, e-mails and telephone numbers where supplied, for the purpose of making payment and account audit, only.

Gift Aid forms include name and address.

On computer file - spreadsheets of payments made for audit and financial planning.

Personal Financial data which is no longer being used will be destroyed after 7 years.

Updated 02/02/18