



CALSHOTACA DATA PRIVACY POLICY

This document outlines how CalshotACA processes and manages personal data and:

- ✓ Outlines the purpose of this policy
- ✓ Explains who we are and Identifies the data controller.
- ✓ Explains the lawful basis for processing personal data.
- ✓ Outlines the personal data held and the purpose for requesting such data.
- ✓ Sets out who we may share your data with and why.
- ✓ How long we keep your information.
- ✓ Your rights explained.

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.calshotaca.co.uk or the individual Club noticeboards regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 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.

2. Who are we?

- 2.1 The Data Controller is the Calshot Activities Centre Association.
- 2.2. We are the representative body for site users, be they individuals, clubs or other groups using the facilities at Calshot Activities Centre. The Association raises funds for specific projects at the Centre as well as supporting requests for help from the clubs where possible. It also operates a small bursary scheme to support children in need who could benefit from the amazing facilities that the Centre has to offer.
- 2.3 We can be contacted at Calshot Activities Centre, Calshot Spit, Calshot, Southampton, SO45 1BR.
Email calshot.ac@hants.gov.uk or calshotacachairman@gmail.co.uk. Telephone: 023 8089 2077

3. Lawful basis for processing personal data

- 3.1. All processing is carried out by consent or either under the legitimate interest of CalshotACA or the user groups on the site..
- 3.2 The basis of processing personal data is to enable membership of the Association or the user groups on the site.

4. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Association and Clubs. Keeping in touch with the Member (including by newsletter).	Performing the Association's contract with the Member. For the purposes of our legitimate interests in operating the Association.
The names and ages of the Member's dependants	Managing the Members and their dependants' membership of the Club	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 and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's 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.
The Member's name, boat name and sail number	Managing race entries and race results. Publishing race results at the club and providing race results to local and national media. Allocating moorings and compound spaces.	For the purposes of our legitimate interests in promoting our user groups and the operating of their Clubs.
Name and e-mail address whilst a current member and for up to [a year] after ceasing to be a member of the Association or Club.	Creating and managing the Association or Club's online Membership Directory.	For the purposes of our legitimate interests in operating the Association or Club.
Photos and videos of Members and their boats	Putting on the Association or Club's website, social media pages, newsletter and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Bank account details of the member or other person making payment to the Association or Club	Managing the Member's and their dependants' membership of the Association or Club, the provision of services and events.	Performing the Association's or Club's contract with the Member.
Name, e-mail address and telephone number of each Club Officer	Information published on the Association's or Club's website, in newsletters and other publications as a point of contact for members.	For the purposes of our legitimate interests in operating and promoting the Association or Club.
Name, e-mail address and telephone number of each Club committee member	Information published on Club's website pages.	For the purposes of our legitimate interests in operating and promoting the Club

5. Will we share your data with anyone else?

- 5.1. If you have contacted us about a personal or membership issue, your data may be passed on to a third-party in the course of dealing with your enquiry, such as an on-site club, local authorities, government agencies, public bodies, etc.
- 5.2. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended.
- 5.2 We may need to share your data with a third party, such as the police, if required to do so by law.
- 5.3 Your personal data is only used as outlined here and within your reasonable expectations based on the nature of the communication.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Association and/or Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations.
- 6.2 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.
- 6.3 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights explained

- 7.1 It is important that you understand what rights you have in respect of the Personal Data and Special Category Personal Data that we hold about you. To let us know that you wish us to exercise any of your rights outlined above please contact our [Data Protection Manager] [insert address or email address].
 - a) **The right to be informed (knowing how we will use your data).**
You have the right to be told how we will use your Personal Data – which is set out in This Notice.
 - b) **The right of access (being provided with copies of your data).**
You have the right to ask us to provide you with a copy of your Personal Data. We will supply any information you ask for as soon as possible but may take up to 1 month once we are satisfied as to your identity. We will not charge you for this. This is called a data subject access request.
 - c) **The right to rectification (changing incorrect information we hold).**
If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. Contact details for any requests can be found above.
 - d) **The right to be forgotten (erasure) (requesting deletion of your Personal Data).**
In some cases, you have the right to be forgotten (i.e. to have your Personal Data deleted from our database).
 - e) **The right to restrict processing (limiting how we use your data).**
In certain situations you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage.

f) The right to data portability (moving your data in a useable format).

You have the right to request the Personal Data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party - in certain situations.

g) The right to object (when we must stop processing your data).

You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal Data unless: we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms; or the processing is for the establishment, exercise or defence of legal claims.

h) The right not to be subject to automated decision making including profiling (making a decision solely by automated means without any human involvement).

The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. [xxxx] club does not undertake automated decision making or profiling.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> Tel:0303 123 1113.
Information Commissioner's
Office Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

7.3 For further information on each of those rights, including the circumstances in which they apply, please see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

CalshotACA Responsibility Statement:

The information contained in this Guidance represents CalshotACA's interpretation of the law as at the date of this edition and takes all reasonable care to ensure that the information contained in this Guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.