

Nottinghamshire County Sailing Club (NCSC) Privacy Policy

At NCSC we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about our members and individuals attending our club for open days and training, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check our website to ensure that you are aware of our most up to date policy.

Any questions regarding this Policy and our privacy practices should be sent by email to secretary@ncsc.org.uk or by writing to the secretary, NCSC.

Who are we?

NCSC is a long established RYA affiliated members' sailing club. Our training section is an RYA approved training centre. The club is run by an executive committee (all volunteers) chaired by the Commodore. The training section is run by the Club's RYA approved Training Principal

How do we collect information from you?

We obtain information about you in five main ways:

1. When you join the club and when you complete your membership renewal form or update your details on Sailing Club Manager
2. Attend our open days and provide us with your contact details
3. Attend one of our Open sailing events and complete an entry form
4. Attend training as a learner
5. Enrol with our training section as a volunteer instructor

What type of information is collected from you?

The personal information we collect might include your name, address, email address, telephone number(s), RYA qualifications, occupation (not essential) and age (required to help us ensure child protection and eligibility for certain membership categories).

Where you hold a DBS certificate, which is relevant to your role as a volunteer at the club, we will hold the certificate number, date of issue and the category of DBS held. We do not store or retain personal data used as part of the DBS application, though this information is stored on the RYA's secure system.

This information is not shared with others outside of the club and is never released for marketing or other purposes. Contact details in terms of telephone numbers are extremely helpful to allow members to contact each other regarding duties and we would encourage you to make this visible to other members by enabling the member's only option on our third party database Sailing Club Manager

How is your information used?

Your information is used to enable the club to contact its members including duty roster information, newsletters and renewal notices.

It also allows the officers of the club to identify boat owners and provide results for open events

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Sailing club manager stores your information in a secure database.

We pass your information (when pertinent) to the RYA to enable the issue and registration of sailing certificates and qualifications (see below)

Your choices

You have a choice about whether or not you wish to receive information from us but this would mean our communications with you e.g. by newsletter is ineffective

How you can access and update your information

The accuracy of your information is important to us. You can directly log on to Sailing Club Manager to update your profile and those of your family members.

If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: secretary@ncsc.org.uk or write to us at: Nottinghamshire County Sailing Club .

Alternatively, you can telephone during club opening hours, generally Sundays & Saturdays and Thursday evening 01636 830065.

You have the right to ask for a copy of the information NCSC holds about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely in line with the General Data Protection Regulations. Sailing Club Manager is accessed by a personal password which you are responsible for keeping. We ask you not to share your password with anyone. The members section of the NCSC website is also password protected.

Information on SCM can only be viewed by administrators (generally members of the executive committee) and the member to whom the data relates.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

NCSC will not transfer your information outside of the European Economic Area

CCTV

NCSC uses CCTV to record and monitor security activity on the site. This data is stored.

When using RYA Interactive courses the following RYA Policy applies

To enable access to your online course we need to share some of your personal data with the RYA via your user profile in www.ryainteractive.org. This learning management website is hosted and maintained by a third party called Learning Pool, who will not use your personal information for any reason other than enabling your course.

Your name and email address will be entered on www.ryainteractive.org in order to create your user account. On your first access to the site, you will be asked to enter your address and date of birth. You will have access to the site for one year in order to complete your online course. During this period, your personal information will be held on the website by Learning Pool and be available to this training centre and the RYA for the purpose of managing your course.

*Instructional support will be provided by this training centre for a period of **1 month** from the date of your course booking.*

On completion of your course, your name, email, date of birth and address will be transferred to the RYA's central database for the purpose of recording details of the course and any certification you gain as a result of it. This information allows the RYA to record your certification, to update any records they may already hold about you or your qualifications and to verify your certificate if required.

After one year from the date of your enrolment on a course, your user account will be removed from www.ryainteractive.org.

Full details of how the RYA will deal with your personal information will be displayed when you first access www.ryainteractive.org.

For the duration of your access to the site, your data will be held in accordance with the [RYA Interactive Data Policy, Terms and Conditions](#).

If you receive a digital certificate downloaded from the RYA Interactive site on completion of your course, your name, address, date of birth and certificate details will be transferred to the RYA database and held in accordance with the [RYA's Privacy Policy](#).

Review of this Policy

We keep this Policy under regular review.

Last updated April 24

J K P Twemlow

Commodore