



# DATA PROTECTION STATEMENT

Privacy Notice in relation to the Personal Information it holds of its members and others

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Your personal data is data which we hold and which by itself, or with other data, can be used to identify you.

This Data Protection Statement (privacy notice) sets out on behalf of members and other Club users what personal data CYC processes, collects, stores and uses, why it does so and for how long it retains it. It summarises the rights of individuals with regard to their personal information which the Club holds and gives a clear commitment of the Club's adherence to all laws and regulations, relevant to the processing of personal data.

## THE TYPES OF PERSONAL DATA WE COLLECT AND USE

The Club holds and processes personal and special/sensitive personal data for several different purposes;

- **To set up and manage membership of the Club**

Data includes names, addresses, contact details, bank details, boat names and descriptions. At cessation of membership, it will delete this information after 6 months, to enable any financial issues to be resolved, except for basic contact details which are kept for 5 years to facilitate re-joining offers on fees. You can ask that

we delete this also at six months or earlier if all outstanding membership issues have been resolved, or at any time subsequently.

- **To provide services to members**  
such as communications, administration and notification of Club activities, services and events, using the above data. Services may include access to the members' side of the Club website, a cloud-based application, where the required registration process makes clear the ways in which your data are used. The data used are name, email address, telephone number and boat details. Details are deleted 6 months after cessation of membership or earlier if all outstanding membership issues have been resolved.
  - **For the administration of Club activities involving non-members**  
e.g. Open dinghy racing, where the data includes names, contact details, boat details and memberships of other sailing clubs and is used to process the race entry including payment processing. Cloud-based applications are used to administer races. Data is retained for 24 months to manage race series or complete club records. Records of Protests are kept for 5 years. Race results, name and boat name, are kept for the long-term records of the Club and are also posted to the website. For
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non-members, consent of the participant is requested to notify them of other Club events and activities for 24 months. For training courses, the Club may take photos or videos to support the learning process but these are not retained beyond the end of the training course, and consent is requested to notify non-member participants of similar future training courses.

- **For recruitment, management and support of staff, including compliance with relevant employment law**

Data will include full cv's and bank details, and records of employment at the Club. At cessation of employment, records are kept for 7 years. This might include sensitive health information, conduct records, references or records of criminal convictions. Further information is set out in the staff manual.

- **For publicity purposes and for recording of events on the website**

The Club may capture images qualifying as personal data, for example event winners and more generally event participants. Where such general images do qualify as personal data then the Club tries to avoid their use, but if used, the Club will where practical, seek consent, and always in the case of children.

- **To operate its commercial activities, specifically the delivery of contracted functions and meetings**

Data will include names, address and contact details and is retained for three months after delivery of the activity. With the customer's consent, basic name and contact details are retained for 18 months to notify them of other club services.

- **For the provision of security and prevention and detection of crime image data from CCTV**

Any images captured qualifying as personal data are retained for 30 days unless they capture criminal activity or other activity where the club might seek redress and they may be shared with the police and any other agency approved to investigate and prosecute crime.

## MORE SENSITIVE DATA

The data collected for these tasks may include information on special needs and medical conditions, of food allergies, for example. Application forms from which data is taken may contain information on more than one person, such as an application form for family membership. The Club does not collect information directly from children but where children participate in the Club's training courses then their data may be kept



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indefinitely as part of the training record for reasons of child protection. Some personal data may incidentally be included in Club records and kept for substantial time periods, such as officer signatures on legal documents. Full details of retention periods are set out in the club's Personal Data Protection Policy, available on the website or on application to the General Office. All data is backed up and securely stored in a locked safe. Paper records are held securely.

## WILL WE SHARE DATA WITH OTHER ORGANISATIONS?

The Club will share personal information on training activity with the RYA where that training is for RYA qualifications. On occasion the Club may share personal information with its professional advisors, for example external auditors, who in respect of that data are themselves data controllers under the relevant legislation with the same responsibilities as the Club, or with the police as described above for CCTV. It does not share data with other bodies for any marketing purpose whatsoever.

## THE LEGAL BASIS FOR WHAT WE DO

To collect, store and use personal data, the Club relies mainly on the legal basis of Contract, including use of images. In some specific instances to enable marketing of Club events and services, described above, we rely on Consent. In general terms the Club uses Consent where the purpose of use might not be consistent with expected requirements to deliver the contract of say, participation in an open dinghy event or for a commercial function. For images captured by CCTV the Club relies on Legitimate Interest as the lawful basis for processing.

## WHERE IS YOUR DATA?

Most personal data are processed within the Club, but some are held in cloud-based applications; emails which may contain personal information, dinghy race administration and the website.

## YOUR RIGHTS WITH REGARD TO THE DATA WE HOLD

Data Subjects – Club members and other users of the Club – have the following rights; to be informed on how the Club

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uses data (the purpose of this privacy notice), to access, in order to verify that their personal data is being used lawfully, to rectification or updating, to erasure (the right to be forgotten) when there is no longer a compelling reason for its continued processing, and to restrict processing (although some restrictions might prevent the delivery of services to members or even cause cessation of membership) Where the Club has obtained consent for data use, that consent can be withdrawn at any point. All Data Subjects have the Right to Complain about data management and processing to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

Individuals also have the right to object to the Club about processing based on legitimate interests or on direct marketing or for purposes of scientific/historical research and statistics.

## AND FINALLY...

Chichester Yacht Club is under current data protection laws, a Data Controller and as such gives a commitment to comply with all relevant regulations and to respect the rights of its members and other persons' rights in respect of their personal information, or data, it might hold. All queries, issues or concerns on Data Protection should be made to the Office of the Club and its Personal Data Protection Policy is available to members and non-members on the website or on application to the office. The Club's General Manager is responsible for delivery of the policy.

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## CHICHESTER YACHT CLUB

Chichester Marina, Birdham Road, CHICHESTER, West Sussex PO20 7EJ  
Phone: 01243 512918 [office@cyc.co.uk](mailto:office@cyc.co.uk) [www.cyc.co.uk](http://www.cyc.co.uk)