



Privacy & Data Collection

SOCA Privacy Statement

Who we are

SOCA is a Sailing Club founded in Hertfordshire, which is affiliated to the RYA. The purpose of the Club is to extend nautical knowledge and promote the enjoyment of sailing in a social environment.

Our privacy statement explains how SOCA Sailing uses personal information. All references to 'we', 'us' or 'our' in this notice refer to SOCA Sailing.

General Data Protection Regulations (GDPR) says that we are allowed to use personal information only if we have a proper reason to do so. We promise:

- To keep our data safe and private
- Not to sell your data
- Not to share your data with third parties without your consent

What personal information we collect about you

We may collect personal information about you when you:

- ask about our activities
- apply to us to become a member
- sign up for publications or newsletters
- organise or take part in club events, sailing or otherwise
- pledge or make a cash donation to us or receive a donation from us.
- telephone, write, email, contact us online, text us or otherwise provide us with your personal information.

This can include information such as your name, communication preferences, email address, postal address, telephone number, mobile number, date of birth or bank account details so we can process fees, charges and refunds.

We do not collect sensitive personal information about our members unless there is a clear reason for doing so or where we need to ensure that we provide appropriate support to enable you to participate in a club event. We will only collect sensitive personal data with the member's consent.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.



To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available below.

What personal information is held, why, where and for how long?

What personal data is held?	Why do we keep the personal data?	How long do we keep the personal data?
Club members Name, postal address(es), email address(es), telephone number(s)	This data is needed to communicate with club members in connection with sailing and club events.	All personal details will be deleted within ????? months after the member has requested termination of their membership.
Club members Bank account details	Bank account details are needed to: Collect annual membership fees Send any refunds due	All bank account details will be deleted within ????? months after the member has requested termination of their membership. If the annual fee is unpaid, the club will contact the member once by email to ascertain if club membership is to continue. If the membership is to cease, the bank details will be deleted from our database.
Newsletter recipients Name, email address(es)	Needed to send any regular newsletters. For members the email newsletter forms part of the membership benefits and is needed as the main communication tool for club business. For non-members receipt of the newsletter is on a proactive opt in basis only.	For the duration of the membership of the individual member or until we are requested to no longer send the newsletter to an individual, whether member or non-member.

Where we store the personal data

Records which include personal details are only kept for as long as is necessary and for the purpose that the information was gathered. Only elected committee members that are authorised to do so, keep personal information for club business purposes. Paper copies of all documents



that hold personal information are **kept in secure locked storage**. Personal information held electronically is held on software files that are **passphrase / password protected**.

Our email newsletter

The club newsletter is the main communication tool for the club and is necessary to deliver:

- News and photos about upcoming events
- Members stories
- Crewing or rally requests
- Details of external events such as boat shows
- Details of raffles and auctions (without obligation)

A request to stop sending the newsletter can be made at any time by *sending a request by EMail* to commodore@socasailing.org.uk.

Children and vulnerable persons personal information

We are committed to protecting the privacy of young and vulnerable people who want to join us. Children under the age of 16 are not permitted to join the club as an individual member and therefore the club has no legitimate reason for gathering and keeping this personal data and will not do so. We will always seek the consent from a parent, guardian or appropriate adult carer before collecting information about any young people should the need arise.

Telling us when things change

You can help us keep our records up to date by telling us when your contact details and other personal information changes. You can also change your mind at any time about how we contact you or ask us to stop contacting you altogether.

If you request to receive no further contact from us, we will keep some basic personal information, sufficient to identify you as someone who wants no further contact and add you to our suppression list, to ensure that you do not receive unwanted materials in the future.

Access to your information and correction

You have the right to see information contained in personal data we hold about you. If you would like to receive some or all of your personal information (called a Subject Access Request), please contact the club.



What is an individual entitled to?

Under the right of subject access, an individual is entitled only to their own personal data, and not to information relating to other people (unless they are legally acting on behalf of that person).

Subject access provides a right to see the information contained in personal data, rather than a right to see the documents that include that information.

What is a valid subject access request?

For a subject access request to be valid, it must be made in writing to the correspondence address at the end of this Privacy Statement. We may require proof of identity of the person making the request.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove any information you think is inaccurate by contacting the club.

Please note the Freedom of Information Act (the 'FoIA') applies to public authorities and certain organisations that are listed in Schedule 1 of the FoIA. SOCA Sailing is not listed and thus has no formal obligations under the FoIA. However, we support transparency and will supply information where possible.

How we may use your information

We will not rent, swap or sell your personal information to other organisations for them to use in their own marketing activities.

The legal basis that we rely on for processing your data will depend upon the circumstances in which it is being collected and used, but will in most cases fall into one of the following categories:

- Where you have provided your consent to allow us to use your data in a certain way
- Where the processing is necessary to carry out for the performance of a contract with you
- Where the processing is necessary in order for us to comply with a legal obligation; or
- Where it is in our legitimate interests to perform our functions. A legitimate interest is when we have a business or commercial reason to use your information.

Cookies

Cookies are small text files that are placed on your computer by websites you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies may tailor what pops up on your screen according to what you've viewed on a site before.



Our website is linked to other sites such as Facebook, and they also link to other websites. We have no control over these sites or their cookie policy and usage. If you want to know more about cookies, the Information Commissioner's Office (ICO) website has a [useful guide](#) giving further information.

Service providers

We use service providers, web hosting and software platform providers to help us provide you with our services. We may give relevant persons within these service providers access to your personal information, but only to allow them to perform their services for us.

Some service providers may be based outside of the UK. However, we will endeavour to ensure that any data transfers outside of the UK are carried out in compliance with relevant data protection legislation and that the processing of your data is subject to appropriate security measures.

Legal requirements

We may disclose your personal/sensitive personal information when required to by law, for example, to HMRC for tax purposes or to police forces for the prevention or detection of crime. Further, we safeguard the sharing of such information by using formalised information sharing agreements with organisations where appropriate, or on an ad-hoc basis after ensuring the request and disclosure are legally compliant.

Correspondence

Requests regarding any of the matters described in this Privacy Statement should be made in writing to:

- Email: webadmin@socasailing.org.uk. Or commodore@socasailing.org.uk

This is version 1.1 of our Privacy Statement, last updated on Wednesday, 7th April 2022.