

# **Cockle Island Boat Club**

## **Data Security and Privacy Policy**

**Version 3 – 15 April 2025**

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### **1. About this Policy**

This policy explains when and why we, Cockle Island Boat Club, collect personal information about our members and others in the normal course of administering membership and running the club. It sets out how we use and protect any information you give us and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Protection Policy when we gather data from you.

We may change this policy from time to time as required to consider changes in legislation and the experience of the policy in practice. You should check our Data Security and Privacy Policy web page or our club notice board from time to time to ensure that you are happy with any changes.

We will always comply with the General Data Protection Regulation (GDPR) and the UK GDPR when dealing with your personal data. Further details can be found at the website for the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

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### **2. What we collect and why**

2.1 To be able to perform our Club's contract with our members and for the purposes of our legitimate interests in operating and managing activities of the Club we collect the following information:

a) Member's name, address, telephone numbers, e-mail address(es) b) Names of Member's dependents/partners c) Emergency contact details (for vital interests) d) Bank account details for processing payments (if applicable) e) Boat name, sail number, race entries and race results (for legitimate club operations)

2.2 Reporting and sharing data with third parties

We may share race results with other clubs, the RYA, and local media for legitimate interests of the Club.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you

on our behalf (e.g. to print newsletters or send you mailings). We disclose only the personal data necessary for them to deliver the service.

#### 2.2.1 Reporting information to the RYA

We may share members' names, email addresses, boat names and/or sail numbers and race results with the RYA for their legitimate interest as the national body for boating.

2.2.2 Reporting information to Belfast Lough Yachting Conference (BLYC) We may share yachting members' names, boat names and/or sail numbers and race results with BLYC for the coordination of regattas and yacht handicapping on Belfast Lough.

2.3 Use of third-party communication tools We use WhatsApp, Outlook, and Microsoft Office products for communication and record-keeping. Any data shared via these platforms is limited to what is necessary for club operations and is subject to their respective privacy policies.

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### 3. Consent

We seek the Member's consent on their membership application form and each membership renewal form for the following:

a) Use of photos of members and their boats on the Club's magazine, website, social media pages and in press releases. b) Inclusion of member details (name, email address, phone number, boat name) in the Membership Directory.

Members may withdraw consent at any time by contacting the Club as described in the "Contacting Us" section.

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### 4. Security

We are committed to ensuring that your information is secure.

#### 4.1 Controlling your personal information

We will not transfer your personal data outside the UK or EU without your consent or unless legally required to do so under safeguards approved by UK GDPR.

We have implemented suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Please note that internet transmission is never 100% secure.

All online payments will be processed through a recognised secure payment system. We will promptly notify you of any data breach that could expose you to serious risk.

#### 4.2 Data Retention

We retain your data for as long as you are a member and for as long as legally necessary afterwards. We review data annually to assess ongoing processing needs. Data not required is deleted or securely archived. Financial data is securely destroyed once no longer needed.

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## **5. Phishing**

Phishing is the practice of tricking someone into giving confidential information. We'll never ask you to send personal details via email. If personal information is needed, we'll ask you to contact us in person or by telephone. If you receive an email claiming to be from Cockle Island Boat Club asking for personal information, please do not respond and let us know immediately.

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## **6. Cookies**

We use cookies to ensure that we give you the best experience on our website. Our site will function without cookies enabled; however, features like logging into members-only areas and social media buttons may not work properly.

You can choose to accept or decline cookies when visiting our website. We must gain your explicit consent to use cookies, and we do not gather or share any personal information via cookies.

A cookie in no way gives us access to your computer or any information about you, other than the data you share with us.

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## **7. Links to other websites**

The Club's website may contain links to other sites. We are not responsible for the privacy practices of these websites and encourage you to read their privacy policies.

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## **8. Your rights**

You have rights under GDPR and UK GDPR: a) To access your personal data b) To be informed about how your data is processed c) To have inaccurate data corrected d) To have your data erased in certain situations e) To restrict or object to processing f) To request data portability in certain circumstances

you also have the right to lodge a complaint with the Information Commissioner's Office:

- Website: <https://ico.org.uk/concerns/>
  - Phone: 0303 123 1113
  - Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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## **9. Contacting Us**

Honorary Secretary, Cockle Island Boat Club  
Campbell Gardner  
14 Cairnshill Drive  
Bangor, BT19 6EW  
Email: [honorary.secretarycibc@outlook.com](mailto:honorary.secretarycibc@outlook.com)

Please direct any questions, comments, or requests regarding this policy to the Honorary Secretary.

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