



Cockle Island Boat Club

Data Security and Privacy Policy

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 Regulations (GDPR) May 2018 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. 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 (s)
- b) names of Member's dependents/partners

For protecting the Member's vital interests and those of their dependents, we collect and store emergency contact details, enabling us to contact next of kin in the event of an emergency.

For managing the Member's and their dependents membership of the Club and for the provision of services and events, the club if applicable collects bank account details of the member or other person making payment to the Club.

For the purposes of our legitimate interests in holding races for the benefit of the Club members, for the purpose of our legitimate interests in promoting the Club, and allocating compound spaces, we collect and store Member's boat name, sail number, race entries and race results.

2.2 Reporting and sharing data with third parties

For the purpose of our legitimate interests in the Club, we may share race results with other clubs, and the RYA, and provide race results with local media.

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 (eg. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service.

2.2.1 Reporting information to the RYA

The RYA may use the following information to conduct surveys of members of the Club (and members other clubs affiliated to the RYA). The surveys are for the benefit of the Clubs (and other clubs) and/or the benefit of the RYA.

For the legitimate interests of the RYA in its capacity as the national body for all forms of boating we share with the RYA our members name and e-mail address, boat name and/or sail number and race results.

2.2.2 Reporting information to Belfast Lough Yachting Conference (BLYC)

The Belfast Lough Yachting Conference may use the following information to assist them in the management of the activities of the BLYC, ie. Club Sailing Instructions for Regattas and Handicapping info of CIBC members Yachts etc,.

For the legitimate interests of the BLYC in its capacity as the co ordinating organisation of Regattas and Handicapping of yachts for same on Belfast Lough we share with the BLYC our yachting members name, boat name and/or sail number and race results.

3. Consent

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

- a) Consent to putting on the Club's magazine, website and social media pages and using in press releases, photos of members and their boats.
- b) Consent for creating and managing the Club's computer data Membership Directory and using the Member's name, e-mail address, phone no's and boat name.

We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in this section and the above "*reporting and sharing data with third parties*" section.

The member may withdraw their consent at any time by contacting us as described in the "*Contacting Us*" section of this policy.

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 EU without your consent.

To prevent misuse, unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect on line. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you on line we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.2 How long do we keep your information

We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are 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 to be able to comply with future legal obligations e.g. the establishment exercise or defence of legal claims.

We securely destroy all financial information once we have used it and no longer need it.

5. Phishing

Phishing is the practice of tricking someone into giving confidential information. Examples include falsely claiming to be a legitimate company when sending an e-mail to a user, in an attempt to get the user to send private information that will be used for identity theft and fraud.

We'll never ask you to send any personal details via e-mail. If we require such details, for security reasons we'll ask you to contact us in person or by telephone. Should you receive an e-mail claiming to be from Cackle Island Boat Club.org requesting this kind of information, please don't respond, but do let us know about it.

6. Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use cookies to ensure that we give you the best experience on our website. Our site will work without cookies enabled however you will not be able to login to members only or administrative areas and Facebook and Twitter buttons will not be as interactive. You can choose to accept or decline cookies on the Club web site as we must gain your consent to use cookies We do not gather or share any personal information with these 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.

7. Links to other websites

The Club's website may contain links to other websites of interest. However, once you have used these links to leave our website, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

8. Your rights

8.1 You have rights under GDPR

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have personal corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to your self or to another business in certain circumstances

8.2 Complaints

You have the right to take any complaints about how we process your personal data to the Information Commissioner at the website <https://ico.org.uk/concerns/> by telephone 0303 123 1113 or by writing to: Information Commissioner's office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

9. Contacting Us

For written enquiries please write in the first instance to: Honorary Secretary CIBC, 11 Pinehill Green, Bangor, BT19 6SQ.

For more details regarding our data processing practices, please address any questions, comments and requests to our Honorary Secretary by writing to the address given above.