

# Hansa Class UK

## Data Privacy Policy

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website ([www.hansaclub.org.uk](http://www.hansaclub.org.uk)) regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) 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](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- 2.1 We are Hansa Class UK (HCUK). We can be contacted at: The Secretary, 97 Gotch Road, Barton Seagrave, Kettering, Northants, NN15 6UF. E-mail address: [secretary@hansaclub.org.uk](mailto:secretary@hansaclub.org.uk) Telephone: 07710 527536

### 3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of HCUK.	Performing the HCUK's contract with the Member.
Members regular Sailability/Sailing Club and their role at their club i.e. Sailor, helper, supporter	Managing the Racing, Training, educational and Social events, including producing, publicising and archiving events results and reports. Promotion of the class at shows and displays.	For the purposes of our legitimate interests in operating the charity.
Members at HCUK sailing events who need hoisting into and out of their boats	Managing the logistics of getting the sailors into and out of their boats	For the purposes of our legitimate interests in holding races for the benefit of members of HCUK.
Emergency contact details for members sailing at HCUK events?  Member's medical/safety information that is vital to their safety and wellbeing during their sailing at HCUK events.	Contacting next of kin in the event of emergency  To inform safety boat leaders of their vital needs if/when assistance or rescue is needed.	Protecting the Member's vital interests and those of their dependants whilst sailing at HCUK events
The Member's name, boat name and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in holding races for the benefit of members of HCUK.

Photos and videos of Members and their boats	Putting on the HCUK's website and social media pages and using in press releases.	Consent. We will seek the HCUK Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Name, e-mail address and telephone number provided to us by each Club that is hosting a HCUK sailing event.	Information published on HCUK's website and other places to promote the event	For the purposes of our legitimate interests in holding races for the benefit of members of HCUK.
Name, e-mail address and telephone number of each Club Officer	Information published on HCUK's website, in HCUK's newsletter and other publications, in the Club's marketing materials and made available to the RYA, in each case as a point of contact at the HCUK.	For the purposes of our legitimate interests in operating and promoting the HCUK.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of HCUK, the provision of services and events.	Performing the HCUK's contract with the Member.
Employees and representatives of suppliers to the Club	Entering into and managing arrangements with suppliers	Entering into and performing HCUK's contracts with suppliers
<a href="http://www.hansaclub.org.uk">www.hansaclub.org.uk</a> Website data Statistical website user information The use of Cookies	Managing the effectiveness of the HCUK's website.  (Full details are laid out in section 8 of this HCUK Data Privacy Policy)	For the purposes of our legitimate interests in operating and promoting the HCUK.

#### 4. How we protect your personal data:

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

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

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

#### 5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.

5.2 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 and send you mailings). We do this for the purpose of our legitimate interests in operating HCUK and for performing our contract with you. However, we will disclose only the personal data that is necessary for the third party to deliver the service and where we need to do this we will put a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

5.3 We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

## **6. How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a member of HCUK and for as long afterwards as it is in HCUK's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still 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 in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

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

## **7. Your rights**

7.1 You have the following rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data 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 yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

## **8. Website privacy – [www.hansaclub.org.uk](http://www.hansaclub.org.uk)**

### **8.1 Web statistics**

In common with many commercial organisations we monitor the use of this website by collecting statistical user information. No personally identifiable data is collected in this process. Typically, we collect information about the

number of visitors to the website, to each web page, the technology used to browse the internet and the domain from which the visitor originated. This information is used to understand the visitor's use of the website.

## **8.2 Cookies**

Cookies are small files which are sent to your web browser and stored on your computer's hard disk. This website itself doesn't drop cookies, however, third party tools added to the site may use and leave cookies on your computer. This includes tools like Google Analytics, social media such as Facebook and Twitter and embedded videos from sources like YouTube. We will try and make you aware if cookies are present and give you the opportunity to opt out.

You can also disable cookies in your website browser preventing them being saved. This may affect some of the websites functionality.

-----

For more details regarding this HCUK Data Privacy Policy, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager, Ron Sawford at [secretary@hansaclass.org.uk](mailto:secretary@hansaclass.org.uk)

01-05-2018