

## **Wilsonian Sailing Club Data Protection Policy 2017**

The Wilsonian Sailing Club (WSC) data protection policy, based on guidance notes from the RYA, is intended to ensure that the minimum personal data for members and guests is obtained to meet the requirements of the club and that such data, however held, is erased as soon as it is no longer required. The details of the data collected and stored, together with the uses of the data, are given below. This policy requires agreement of each member or visitor and such agreement may be withdrawn at any time by contacting the club secretary. This is required to meet the 2018 General Data Protection Act (GDPR) and may require amendment in light of GDPR implementation and legal decisions.

**Note:** Members should be aware that opinions held about someone and references to them in emails or other communications may also be classed as “personal data”.

### **Personal Data Stored by Club & Erasure Policy**

#### **Membership Data**

##### **Data Held:**

1. Name
2. Address
3. Email address
4. Home Telephone number
5. Works telephone number but most members supply Mobile number below
6. Mobile Telephone number
7. Date of birth if under 21
8. Members Profession
9. Members other skills
- If family/Guardian membership –
10. Name of partner if applicable
11. Name and birth date of children

No financial data (Bank accounts) is held.

No data is transferred outside club officials

“Cloud” storage is not used

##### **Data Usage :**

1- 6 used to communicate with members for matters such as acknowledgement of payment, issuing of dinghy park keys, boat stickers, car park stickers, sailing programme and Duty Administration.

1 -6 to confirm availability for duties (voluntary club so all the running of the club is done by members)

7. To determine class of membership and ensure club duty of care obligations are met.

8-9 to enable the club to use member expertise to avoid expenditure on services and supplies

10 to ensure legal requirements are met, control attendance and allocate duties when applicable

11 to improve relationships with other club and obtain references if needed

## **Data Storage and Retention**

### **1. Membership forms**

Stored by Membership Secretary.

Destroyed after 2 years.

### **2. Renewal forms**

Stored by Renewals Secretary.

Destroyed after 2 years.

### **3. Open meeting entry forms**

Following is collected for all entrants including visitors from other clubs. Destroyed after event.

### **4. Membership data electronically stored**

Database Administrator with separate file for former members which is erased annually.

Secretary – deleted after 2 years

Sub set – name & email stored by class captains, results secretary, dinghy park secretary and duty secretary which are destroyed every 2 years.

On “dutyman” package accessed via the club web site – name, email and telephone number only.

Stored on secure server whose supplier confirms GDPR specification is met. Erased on members resignation.

### **Data stored in hard copy**

Members name and phone numbers (in handbook issued to each member)

Club officials names, phone numbers, email and addresses (in handbook issued to each member)