****

**Blaze Class Association**

**General Data Protection Regulation**

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 General Data Protection Regulation (GDPR) and as described when we collect data from you.

1.3 We reserve the right to amend this General Data Processing Policy from time to time without prior notice. You are advised to check our website http://www.blaze-sailing.org regularly for any amendments.

1.4 We will always comply with the 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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

1. **Who are we**

2.1 We are the Blaze Class Association (CA). We can be contacted at:

Address: Thorn Close Cottage,

 Heddon Mill,

 EX33 1HS

Email: hugh@startstar.uk

Telephone : 07793208413

2.2 The Club Treasurer is the designated Data Protection Officer and it is his responsibility to communicate this policy to the Club Committee and its members.

**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 membership of the CA. | Managing the membership of the CA. |
| Date of birth / age related information. | Managing competitions which are age related. | Performing the CA's contract with the Member. |
| Gender. | Managing competitions which are Gender related. | Performing the CA's contract with the Member. |
| 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 the CA. For the purposes of our legitimate interests in promoting the CA. |
| Photos and videos of members and their boats. | Publishing on the Club’s website, for sale pages, social media pages and in news articles in yachting media | We will seek the Member’s consent on their membership application form and each membership renewal for and the Member may withdraw their consent at any time by contacting us by email or letter. |
| Payment records of the member or other person making payment to the CA | Managing the Member’s membership of the CA, and eligibility for Blaze CA events and promotions.The CA does not hold bank account details or card details | Performing the CA's contract with the Member. |
| Suppliers address, email, addresses, phone numbers | Managing day to day operation of the CA | For the purposes of our legitimate interests in operating the CA |

1. **How we collect your data**

4.1 Data will be collected via the following methods:

Membership Renewal Form

Telephone, face to face or other form of conversation with you.

4.2 In all form collection methods your consent will be requested to store your data with the following request:



Please tick this box to indicate your consent for the Blaze Class Association to retain the given information for the purpose of recording and managing your membership and your eligibility for events. No data will be shared with other organisations and the data will be destroyed at the appropriate time.

Data collected during conversation - it is assumed that permission is granted to store this data.

1. **How we protect your personal data**

5.1 We will not transfer your personal data outside the CA without your consent.

5.2 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.

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

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

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

1. **Who else has access to the information you provide us ?**

6.1 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 required to do so by law.

6.2 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. event organisers). However, we disclose only the personal data that is necessary for the third party to deliver the service.

1. **How long do we keep your information ?**

7.1 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 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.

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

1. **Your rights**

8.1 You have rights under the GDPR:

1. to access your personal data
2. to be provided with information about how your personal data is processed
3. to have your personal data corrected
4. to have your personal data erased in certain circumstances
5. to object to or restrict how your personal data is processed
6. to have your personal data transferred to yourself or to another business in certain situations.

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

----------------------------------------------------------