

ENTERPRISE ASSOCIATION 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 <http://www.sailenterprise.co.uk>
- 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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

We are Enterprise Association. We can be contacted at: email: membership@sailenterprise.org.uk

3. What information we may collect and why.

Type of information	Purposes	Legal basis of processing
The Members Name, Address, telephone numbers, e-mail address(es).	Membership of the Association. Notification and management of activities and events	Performing the Association’s contract with the Member and for the purposes of our legitimate interests in operating the Associations activities.
The names and age categories of the Member’s and their dependants	Managing the Member’s and their dependants’ membership of the Association and administration of events categories	Performing the Association’s contract with the members and managing event categories
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member’s vital interests and those of their dependants
Gender	Provision of adequate facilities for members and administration of event categories	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. To ensure event categories are administered correctly

Gender (Cont'd)	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
The Member's name, boat name and sail number. The Members crews name for any Association event	Managing and reporting race entries and race results. Sharing race results with other Associations, class associations, and the RYA, and providing race results to local and national and social media. Allocating moorings and compound spaces	For the purposes of our legitimate interests in holding races/events for the benefit of members of the Association. For the purposes of our legitimate interests in promoting the Association. For the purposes of our legitimate interests in promoting the Association.
Photos and videos of Members and their boats	Putting on the Association's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their Event Entry form and the Member may withdraw their consent at any time by contacting us by e-mail
The Member's name and e-mail address	Creating and managing the Association's Membership List.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in any Posted Membership List.
Bank account details of the member or other person making payment to the Association	Managing the Member's and their dependants' membership of the Association, the provision of services and events.	Performing the Association's contract with the Member.

Member's and former member's name and e-mail address	Passing to the RYA for the RYA to conduct surveys of Members and former members of the Association (and other Associations affiliated to the RYA). The surveys are for the benefit of the Association (and other Associations) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Association and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Association.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.

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 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 required to do so by law or as set out in the table above or paragraph 5.2 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). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them 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 the Association and for as long afterwards as it is in the Associations' 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 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 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

For more details, please address any questions, comments and requests regarding our data processing practices to the email: membership@sailenterprise.org.uk