

Tamesis club personal data consent request

Tamesis club is committed to maintaining the privacy of all members. This privacy statement explains what personal data we have collected from you and how it is used. Please sign the form to give your consent for the club to use your personal data.

- A) **Data Controller.** Tamesis club will have a Data Controller defined as “The natural or legal person, public authority, agency or other body which, alone or jointly, with others determines the purposes and means of the processing of personal data”. The Data Controller role will be held by the Honorary Assistant Treasurer.
- B) **Tamesis database.** The following membership data is contained in the Tamesis database: Salutation, First Name, Last Name, Address, Phone Number, Email address, Boat type and length, Date of birth (for cadets only) and Tamesis membership type. The following information is not kept: Date of birth (for non- cadets only), Boat Names, previous addresses.
- C) **Membership data uses.** Data from the Tamesis database is used for the following legitimate purposes of operating the Club:
 - 1) **Calculating and sending invoices by email for membership.** For existing members invoices are sent via email prior to the end of the previous membership period (end of September). For new members invoices are sent at the time of joining.
 - 2) **Calculating and sending invoices for mooring charges.** Mooring charges are combined and sent via email with membership invoices. Additional ad hoc mooring charges may be sent at other times depending upon changes to mooring.
 - 3) **Updates to Dutyman.** The Dutyman software will be periodically updated and refreshed with the names, email addresses and phone numbers of members eligible for performing racing duties.
 - 4) **Membership list.** A full list of the club membership will be distributed to the membership after the AGM in February. The membership list will contain names, phone number and membership type of all members. The membership list will only be made available to the membership as a paper copy and will not be available electronically.
 - 5) **Group emails.** Tamesis flag officers and Management Committee members require the ability to use email to contact members. Group emails will always be sent in the official capacity of the sender. Emails will always be sent using BCC ('Blind carbon copy') functionality so as not to reveal the email address of other members. The content of group emails will vary from advertising sailing, social and training events to members, to updates on club news.
- D) **RYA Training centre.** Data collected from candidates for the Tamesis Club RYA Training Centre in the course application and consent form. The following information is collected: Salutation, First Name, Last Name, Address, Phone Number, Email address, swimming capability, emergency contact details and RYA membership number.
- E) **Tamesis website.** Members may add their email addresses to the website to allow members to log in and post comments.

- F) **Data Retention.** The membership status of exiting members is currently reclassified upon leaving the club. Membership data will be retained in the database for a minimum of 6 years after which the member's contact details will be removed. Names, membership type and boat details will be transferred to a separate database as an archive unless specifically requested for removal by the member. Email addresses of non-members will be removed from the website annually.
- G) **Data storage.** Membership data is stored in the database is hosted on the Google G Suite a cloud-based environment. The database is password protected and only the Commodore and Data Controller have the password. Data relating to the RYA Training Centre is retained in a ring binder in a locked location on Tamesis club premises and in the secure cloud-hosted location.
- H) **Data breach.** In the event of data breach the Commodore will be notified immediately. The Management Committee will receive a report outlining the breach, the investigation into how it occurred and what proposed actions to be taken. A data breach is defined as a breach of security which leads to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. A breach is therefore more than just losing personal data.
- I) **Subject Access Request.** Members can request a full record of any information held on them by the club at any time as a Subject Access Request by contacting the Data Controller.
- J) **Consent for under 18 year olds.** Cadet members are not entitled to be members without a parent or other legal guardian who is already a member. Parents or legal guardians must grant consent to use data on behalf of all dependent cadet members.
- K) **Membership applications.** Applicants for membership will have their name posted on a designated notice board in the club house to enable existing members to raise objections to the applicant where applicable. Only names of applicants will be added to the noticeboard. Applications will remain on the noticeboard for a period of 4 weeks.
- L) **Photos and videos.** Photos and videos of members at Tamesis club or representing Tamesis club at sailing events may be uploaded to the website and social media pages. Members may withdraw their consent at any time.