**Data Privacy Policy 2019**

**DATA PROTECTION STATEMENT 21 AUGUST 2019** based on MYA guidance

**MARS Mid Argyll Radio Sailing**

**Affiliated to the Model Yachting Association (MYA)**

**1) Data Protection Information and Privacy Notice**

At MARS-Mid Argyll Radio Sailing (the club), we are committed to protecting and respecting your privacy as required by UK law.

Our Data Protection Compliance Person has overall responsibility for data protection compliance in our club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

This notice explains when and why we collect personal information about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

We may change this notice from time to time so please check our website or request a copy occasionally to ensure that you are happy with any changes. By becoming a member of the club, you are agreeing to be bound by this notice.

**2) How do we collect information about you?**

We obtain information about you when you apply to become a member of the club either online, via telephone, by application form or in person.

**3) What type of information is collected about you?**

The personal information we collect would include your name, email address, telephone number, postal address and boat type(s). We will not record age (unless under 18) or gender.

The legal bases for the processing of your personal data are to provide membership services and with your consent.

**4) How is your information used?**

We may use your information to:

* process your membership;
* to carry out our obligations arising from your membership;
* seek your views or comments on matters relating to the club and model yacht sailing
* notify you of changes to our activities;
* send you communications which you have requested and that may be of interest to you. These may include information about club events and contests and other club related matters, also information from the MYA that may be of interest.

**5) How long do we retain your information?**

We will hold your personal information for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us, or in relation to the defence or undertaking of legal claims. Where an individual person’s club membership lapses their information is securely kept for a period of 12 months after which their information will normally be deleted. Electronic and hard copy data relating to individual members is destroyed confidentially, normally 12 months after the end of the year to which it relates.

**6) Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

All members of the club must also be members of the MYA and by joining the club you give consent for your personal data to be shared with the MYA to enable provision of MYA membership services. Please see the MYA privacy policy at <https://mya-uk.co.uk/privacy-policy>

We will not release your information to third parties beyond the club unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime, or the provision to you, of services that you have agreed to, by a third party (for example in relation to a club social gathering).

**7) How you can access and update your information?**

You can check the information the MYA hold is correct on the members’ dashboard area of the MYA website and update the information if necessary directly through the MYA website. Additionally you should email us at secretary@midargyllradiosailing.org.uk. with your updated information.

**8) What are your rights?**

1. the right to access;

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. You can access your personal data held by the MYA by visiting your member’s dashboard when logged into the MYA website.

1. the right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

1. the right to erasure;

In some circumstances, you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a club member and wish the data not to be held for our standard period (12 months).
Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the club to fulfill its obligations.

1. the right to restrict processing;

In some circumstances, you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

1. the right to object to processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

1. the right to data portability;

To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

1. the right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk>

1. the right to withdraw consent.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us and by usingyour MYA members dashboard when logged into their website.

**9) Protection**

Data is stored electronically on a private computer. Hard copy is stored in a locked filing cabinet.

**10) Retention**

Electronic and hard copy data is destroyed confidentially, normally 12 months after the end of the year to which it relates.

**11) List of Members - Disclosure of information to other club members**

We have a list of members which is circulated, confidentially to other members.

A) The full listing includes a member’s name, email address, telephone number and boat type(s).

B) The restricted listing will include name, email address and boat type(s).

C)Alternatively you can request that no information about you is circulated to other members other than to those fulfilling club administrative roles.

**12) Photograhs and publicity**

We use photos of our activities for publicity including on our website and Facebook page. If you don’t want your picture to appear, please let us know.

**13) Data Risks**

Members will be aware that electronic communications are not 100% secure.

**14) Members’ Responsibilities**

A member should check that their contact details are correct and updated as necessary by notification to the club secretary and to the MYA.

Information in the club membership list, as circulated to members, is confidential and should not be shared outside the club. Electronic and hard copies held by a member should be confidentially destroyed at the end of each year or on ceasing to be a member of the club.

**15) Contacting Us**

If you have a query about this notice please email:

 secretary@midargyllradiosailing.org.uk marking the email for the Data Protection Person.