



RUTLAND SAILABILITY



RUTLAND SAILABILITY DATA PROTECTION POLICY (revised Nov 2020)

WHY WE COLLECT INFORMATION

- To maintain contact with all our members, donors and supporters
- To manage the membership of the club
- To contact next of kin in the event of an emergency
- To manage membership categories which are often age related
- To provide adequate & appropriate facilities
- To gather statistics for RYA Sailability and for fundraising
- To roster members with appropriate skills
- Gift Aid (so that we are able to claim the tax)

DONORS & SUPPORTERS

Your ongoing support enables us to deliver our mission in sharing the sport of sailing with people with a wide range and degree of disability. If you wish us to stop contacting you or you have changed your contact details please inform our Membership Secretary via post or email.

MEMBERS PERSONAL DATA OF A SENSITIVE NATURE

We will not be collecting, using or storing sensitive data about your health or disability. You will simply be required to sign that you are “**medically fit to sail**”. If you are unsure about medical fitness, please seek advice from your GP.

Whilst involved in Rutland Sailability activities the management of any medical conditions is entirely the responsibility of each member or Authorised Adult e.g. parent/carer/sighted-guide/interpreter. If appropriate please consider wearing a waterproof Medi Alert/SOS wrist band or pendant.

INFORMATION WE COLLECT FROM MEMBERS

- Members' name, address, telephone number(s), e-mail address and date of birth
- Health Declaration i.e. “*I confirm that I am medically fit to sail*”
- Disabled - Yes/No
- Logistical information for planning purposes only, e.g. requiring use of hoist, use of wheelchair/mobility aid, attend with assistance dog
- Next of kin/emergency contact - for emergency use only
- Records of sailing related skills & RYA Qualifications

HOW WE COLLECT, STORE AND PROTECT YOUR DATA

Information supplied is transferred onto the RS Database by the RS Membership Secretary (Data Processor). This is managed and backed up by the RS Data Manager. The paper copy of RS Membership Forms will be held for one year.

Membership Secretary – updated Nov 2020

email: memsecr@sailability@gmail.com

Address: Rutland Sailability, c/o Rutland Sailing Club, Gibbet Lane, Edith Weston, Rutland, LE15 8HJ

We will also:

- Hold your personal data on our systems for as long as you are a member of the club, donor or supporter or until you choose to opt out and, for as long afterwards as it is in the legitimate interest of the club or, for as long as is necessary to comply with our legal obligations.
- Retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. to comply with tax requirements and the establishment, exercise or defence of legal claims
- Supply Rutland Sailing Club (RSC) with a list of members names only. RSC only use this to manage site security
- **Never transfer your personal data outside Rutland Sailability without your consent.**

GIFT AID

If you have signed the Gift Aid Declaration on your membership form we are required by law to share this information with HM Revenue & Customs.

TECHNOLOGY

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

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

PHOTOGRAPHY

Rutland Sailability may from time to time, arrange for photographs or videos to be taken of club activities which may be published on our web site or social media channels to promote the club.

YOUR RIGHTS

You have the right to:

- Access your personal data
- Be provided with information about how your personal data is processed
- Have your personal data corrected
- Have your personal data erased in certain circumstances
- Object or restrict how your personal data is processed
- Have your personal data transferred to yourself or another business in certain circumstances.

RISK ASSESSMENT AND SAFETY

In common with all sports, sailing carries risks which is why Rutland Sailability applies rigorous risk assessment and wherever practical applies procedures to mitigate any risk.

Nevertheless, it is the responsibility of each member or their Authorised Adult, to ensure that the club's **Standard Operating Procedures (SOP)** is followed at all times. Members taking to the water will be asked, "*Is there anything I need to know to enable you to sail safely?*" This will not be recorded. It is the responsibility of the member or their Authorised Adult to provide this information verbally on request.

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