

## **ABERDEEN AND STONEHAVEN YACHT CLUB**

### **PRIVACY POLICY**

May 2018

The objectives of the Club are the encouragement of all aspects of sailing (cruising, racing, and training<sup>1</sup>. In order to pursue this objective, the Club needs to receive, store, and use certain personal information about its members and those who may from time to time use the Club's facilities or compete in events organised by the Club.

#### **Membership Records**

The club has a legitimate interest in knowing for all members<sup>2</sup>: their name; contact address, e-mail, and phone number; and emergency contact details<sup>3</sup>. This is in order to have a record of members entitled to use club facilities and to vote at meetings; to communicate in both normal and emergency circumstances; to charge appropriate membership and other fees; to arrange and manage a rota of duties; and to record racing results. In the case of Junior or other age-related categories of membership, the Club has a legitimate interest in knowing the age of the member in order to establish eligibility.

Membership records are held in an online computer system (currently DutyMan) and members have access to that system. Members may elect whether or not their personal information is available to other Club members. The Club encourages members to make their personal information available to other members for ease in managing the rota of duties and to allow general and ad-hoc contact between members.

Membership records will be held for up to six years after a person ceases to be a member of the Club and has removed all their boats/ equipment from Club premises in case of need to make contact regarding any matter related to their period of membership. After that the member's name, boat number, period of membership, and racing results will continue to be retained for archive purposes.

#### **Racing Results**

A primary purpose of the club is racing, and so the club has a legitimate interest in recording and publishing the results of races including the names of the participants and the boat sailed and the (but not other personal information).

Racing results are published in an online system (currently HAL).

#### **Junior Lessons**

Only Junior members of the Club are eligible to take part in the Junior Lessons programmes. In addition to the normal membership information, for those taking part in Junior Lessons the Club has a legitimate interest in knowing the name, address, e-mail and phone number for the responsible

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<sup>1</sup> Aberdeen and Stonehaven Yacht Club Constitution

<sup>2</sup> Members includes all people named in a Family Membership or a Restricted Family Membership

<sup>3</sup> Emergency contact details are not currently collected on the membership application form

adult in order to be able to communicate information about lessons and charge appropriate fees; and the name and phone number for one or more emergency contacts in case of an incident during lessons.

In addition, parents of the Junior member are requested to provide certain sensitive personal information about the junior member regarding any medical conditions that could require specific assistance during lessons, and physical information (height, weight) to help allocate an appropriate boat for the lessons.

All information about the Junior member except their normal membership information is destroyed/ deleted after the end of the lesson block.

The club has a duty to ensure that instructors are properly qualified and so has a legitimate interest in retaining copies of all relevant certificates for each instructor (instructor, powerboat, and first aid qualifications), and Disclosure Scotland records.

### **Regattas**

When the club organises events such as Regattas that are open to non-members, the Club has a legitimate interest in knowing the name, address, e-mail, and phone number for each entrant in order to be able to communicate information, check eligibility to compete, charge appropriate fees, and publish results (name and boat only). Further the club has a legitimate interest in knowing the name and phone number for one or more emergency contacts in case of an incident during the event.

Entrants are requested to provide certain sensitive personal information regarding any medical conditions that could require specific assistance during the regatta in case First Aid is required during the event.

Emergency contact and sensitive personal information will be destroyed/ deleted after the event finishes. Records of name and contact details will be held for up to one year after the event in case of need to make contact regarding any matter related to the event. After that only the entrant's name, boat number, and racing result will be retained for archive purposes.

### **Photographs**

The club publishes photographs on the club website and facebook page for the benefit of members and to publicise the club. If faces are clearly visible then names will not be associated with the photograph unless express permission has been obtained from all identifiable people in the photograph.

### **Sharing of Information**

The Club does not share membership information with other organisations, unless required to do so by law.

## Contact

Any questions or requests about the use of personal information by the Club should be sent to:

[secretary@asyc.org.uk](mailto:secretary@asyc.org.uk)

or

Secretary  
ABERDEEN & STONEHAVEN YACHT CLUB  
SHOREHEAD  
STONEHAVEN  
AB39 2YJ