



## Burton Waters Boat Club Privacy Policy

### Who we are

We are Burton Waters Boat Club an unincorporated association. We are a private boat club.

*Please note: All references to data = your personal details; title, forename, surname, address, postcode, telephone/ mobile numbers, email address and your boat details; boat name, index/registration number.*

*All references to; 'we', 'our', means Burton Waters Boat Club.*

*All references to; 'your' or 'member' means 'you'.*

At Burton Waters Boat Club we're committed to protecting and respecting your privacy.

This policy explains when and why Burton Waters Boat Club, collect personal information about the members of our club, how we use it, how we keep it secure and your rights in relation to it.

We will always comply with the General Data Protection Regulation (GDPR) rules when dealing with your personal data.

### What type of information we collect from you

When you apply to join BURTON WATERS BOAT CLUB we use opt-in tick boxes to seek your permission to process some of the personal information provided by you on your application form. When you use our website, we use cookies to collect your name, IP address, and information regarding what pages are accessed and when.

We collect and use the following data: -

- Name - Title, Forename, and Surname.
- Full Postal Address - Road/ Street, Town/ Village, City and Postcode
- Contact details – home telephone, mobile telephone numbers and email addresses.
- Boat details.
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### How we use your information

All the personal data we process is processed by our members in the UK, however for the purposes of IT hosting and maintenance this information is located on servers within the European Union.



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### How we process your data

Under the General Data Protection Rules (GDPR) effective from 25 May 2018, Burton Waters Boat Club must declare the lawful bases upon which we use your data. To comply with GDPR and run Burton Waters Boat Club efficiently we use five lawful bases as follows:

- **Contract**

We use your name, address, boat details and contact details to send you requests for your membership fees and information about Annual General Meetings.

- **Legitimate Interest**

We will use your name, boat name and email address to provide you with a secure login to access an exclusive 'members only' area of the website where you can find information about events, members' forum and a documents area.

We use your name, address, contact details and boat details to send you information and to share your data as necessary with third parties, i.e. we share your forename, surname and email address with the Association of Waterways Cruising Clubs (AWCC) to provide you with a secure login to their website.

- **Consent**

We use this because it allows you to have control over how Burton Waters Boat Club uses some of your data using an opt-in (Yes, I want to do this) tick box. You also have the right to change your mind and opt-out (I do not want to do this anymore) at any time by writing to the Membership Secretary at Burton Waters Boat Club the details of whom are published on the Burton Waters Boat Club website.

### How we protect your personal data

When entering data directly to our website, this is encrypted using an SSL certificate. We will notify you promptly as soon as we become aware of any breach of your personal data which might expose you to serious risk. When you give us personal information, we take steps to ensure that it's treated securely. When you are on a secure web page, a lock icon will appear in the address line of all major browsers. Non-sensitive details (your email address and the content of your email etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

### Password security

Where we have given (or where you have chosen) a password which enables you to access certain Burton Waters Boat Club. Parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.



## **Burton Waters Boat Club Privacy Policy**

### **Profiling**

We do not analyse your personal information to create a profile of your interests and preferences.

### **Who else has access to the information you provide us?**

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 identifying the lawful bases for processing your data. We will only share your details with third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services. We only disclose the personal data that is necessary for the third party to deliver the service. We have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

### **How long do we keep your information?**

We will hold your personal data on our systems for as long as you are a member of the Club. Once you cease to be a member of the Club, the following terms will apply. 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 and delete it, except that we will retain such of your personal data in an archived form to be able to comply with future legal obligations and the establishment exercise or defence of legal claims. Once we no longer need to retain your data under the provisions of the clause above, we will delete all your personal data except for your name and date of leaving, which will be retained to ensure the data integrity of our archive systems (e.g. the recording of historical event participation). Any photographs of you or your boat which are directly linked to your identity will be deleted, but general photographs taken at Club events on which you may appear will not be removed, as these form part of the Club's history archive. Likewise, any photographs that you have uploaded to the Members Picture Gallery on the Club Website are part of the Club's history archive and will not be deleted. If circumstances require it, we will delete your data at your request, subject to the limitations listed in the above clauses. Web server log files are deleted in accordance with the retention and deletion policies of our hosting supplier.

### **Use of 'cookies'**

The Burton Waters Boat Club website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website



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### **Your rights**

You have the following rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.

### **Withdrawing your consent**

As a member you may withdraw your consent at any time by contacting us by email ([membership@burtonwatersboatclub.co.uk](mailto:membership@burtonwatersboatclub.co.uk)) or letter. In addition for some systems we may provide the ability to change / update your preferences yourself or by completing and submitting an online form.

### **Making a complaint**

You have the right to take any complaints about how we process your personal data to the Information Commissioner Office (ICO)

You can write to ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 0303 123 1113.

Further details on the GDPR can be found at the Information Commissioner's Office website: [www.ico.gov.uk](http://www.ico.gov.uk)

### **Review of this Policy**

We keep this Policy under regular review. For more details, please address any questions, comments and requests regarding our data processing practices to: [membership@burtonwatersboatclub.co.uk](mailto:membership@burtonwatersboatclub.co.uk)