

NHA PRIVACY POLICY

RYA NATIONAL HORNET ASSOCIATION

DATA PRIVACY POLICY

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, their parents or guardians and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website <https://www.hornet.org.uk> regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1. We are the RYA NATIONAL HORNET ASSOCIATION (NHA). We can be contacted through our chair David Edge, at edgedb@aol.com

3. What information we collect and why.

Type of Information	Purposes	Legal basis of processing
Membership Data Member's name, boat name and sail number, address, telephone number, e-mail address(es), sailing club, membership type and category.	1) Managing the Member's membership of the Association. 2) Creating and managing the Club's Membership Directory. 3) Managing the Class's register and history. 4) Mailing out newsletter ("Mainsheet"), updates and association-organised event information This information is collected when a member joins the Association (and is deleted when a member leaves the Association)	1) Performing the Association's contract with the Members. 2) To ensure we perform our obligations to inform members about the activities of the Association 3) We will seek the members consent to collect this data during the membership renewal process.
Event Entry Forms Entrant's name, address, email address, phone number, boat number, crew name, age,	1) For the specific purpose of managing entries into organised Association sailing events, including racing and training.	1) Performing the Association's primary objective of organising a calendar of sailing events for the member's benefit

	<p>2) Age is only required for determination of qualification to age specific trophies and for compliance with Child Protection policies</p> <p>– Data collected will be deleted periodically.</p>	<p>2) To ensure legal compliance with Child Protection policies</p> <p>3) Age and Gender is only collected on an exception basis for specific requirements</p>
<p>Boat Data Historical data of previous owners of Hornet dinghies including sail number, name and address of previous owners</p>	<p>1) For purpose of maintaining a historical record of previous owners of Hornet dinghies for the benefit of members.</p>	<p>– Performing a service to members to be able to provide prospective and existing boat owners with a historical ownership record of Hornet dinghies.</p>
<p>Classified Advertising Hornet dinghy adverts with detailed description of boats and sailing equipment for sale including vendor's contact details.</p>	<p>1) For the specific member benefit of selling boats and sailing equipment on the Associations web site. Only data submitted by the members with the advert is displayed.</p>	<p>1) Performing a service to members to enable buyers and sellers of Hornet dinghies and equipment to trade legitimately and at low cost</p>
<p>Supplier Data Supplier name and address, sales adverts, telephone numbers and email addresses</p>	<p>1) For the specific purpose of displaying advertising from supporters and sponsors to the Hornet class.</p> <p>2) To enable members to find equipment and services relevant to their enjoyment of sailing a Hornet dinghy.</p> <p>3) Adverts could be displayed on web-sites, in electronic newsletters, and in paper based magazines</p>	<p>1) Performing a legitimate service to members to obtain sailing equipment and services</p> <p>2) Performing a legitimate activity to gain an advertising revenue stream for the Association</p> <p>3) Suppliers to the class will be asked to provide consent to display their data</p>
<p>General Data Photographs, videos, commentaries and articles, including names of people and their activities within the Association.</p>	<p>1) For the specific purpose of informing members of the activities of the class. This data will be displayed in various ways:</p> <p>2) Association website & social media sites</p> <p>3) Association newsletters & magazines</p> <p>4) general sailing press releases.</p>	<p>1) Performing a legitimate service to members to demonstrate the activities of people involved with the Association and enjoying their use of Hornet sailing.</p>

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the UK or European Economic Area (EEA) without your consent.
- 4.2. 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.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4. For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
5. **Who else has access to the information you provide us?**
 - 5.1. 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 or paragraph 5.2 below.
 - 5.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.
6. **How long do we keep your information?**
 - 6.1. We will hold your personal data on our systems for as long as you are a member of the Class and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year.
 - 6.2. We securely destroy all financial information once we have used it and no longer need it.
7. **Your rights**
 - 7.1. You have rights under the GDPR:
 - a. to access your personal data
 - b. to be provided with information about how your personal data is processed
 - c. to have your personal data corrected
 - d. to have your personal data erased in certain circumstances
 - e. to object to or restrict how your personal data is processed
 - f. to have your personal data transferred to yourself or to another business in certain
 - g. circumstances.
 - 7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Association membership Secretary at martin.arnison@honeywell.com