

Privacy notice for Dhekelia Services Sailing Club (DSSC)

In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 & UK Data Protection Act 2018

DSSC takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of DSSC or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Date of birth, to confirm eligibility for membership
- Safety and emergency details – eg. next of kin,
- Information about your current or former employment with British forces where applicable.
- Passport or ID card or service number, to confirm your identity, and/or eligibility for membership
- Current sailing and power boat qualifications, to ensure members are competent to sail.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information

Contractual purposes

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership & membership renewal.
- Communicate club activities to members.

Legitimate purposes

We process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, training courses, or other relevant events.
- Raise awareness of the club's activities by capturing photos, videos, at club events, which may be published on the club website. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- [Safeguarding Regulations], which require us to check that our trainers and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- As a UK Military club, we are required by the Army to maintain a register of members, including name, address, date admitted to membership and other information detailed above, and to hold general meetings, and issue notices accordingly.

Why we need your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

We are required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the British Army and/or MoD. We may also share personal information with professional and legal advisors for the purpose of obtaining advice, where necessary, and we may share limited information with the Army Sailing Association and/or the Royal Yachting Association, regarding training courses you may attend.

In the event that we share personal information with the external third parties above, we will only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored and accessed by our Secretary & Membership Secretary, & Training Coordinator, and other club officers as necessary & only for the purposes set out above. It is stored on the personal computers of the relevant club officers, and/or in physical files located at the homes of the officers concerned.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 5 years.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a “subject access request”.
- Request that we delete your personal information.

You can contact us at secretary@dhekeliasailing.com