



WBC DATA PRIVACY POLICY

1. About this Policy

- 1.1. This policy explains when and why we, Wolverhampton Boat Club (WBC), collects personal information about our members, 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.
- 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 <http://www.wolverhamptonboatclub.co.uk/privacy> 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.
- 1.5. In this policy, references to “Member” relates to a member of Wolverhampton Boat Club (WBC)
- 1.6. This policy is effective from 25th May, 2018.

2. Who are we?

- 2.1. We are the Wolverhampton Boat Club Ltd(WBC) We can be contacted by using the E-mail TAB on the front page of our website, <http://www.wolverhamptonboatclub.co.uk/> .

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, private email address and club membership	Managing the Member's membership details	Performing the WBC's contract with the member. The Club is responsible for establishing the legal basis for providing this information. A Member may at any time request deletion of their data.

Type of information	Purposes	Legal basis of processing
The name, title, email address(es), telephone number(s) of Club Officers.	Maintaining contact details between Club Officers.	Performing the WBC's contract with the Club to record details of their Club Officers. The Club is responsible for establishing the legal basis for providing this information, but this would normally be for the purposes of the Club's Legitimate Interests in maintaining a working relationship between the Club and the members.
Type of information	Purposes	Legal basis of processing
Photos and videos of members, including associated captions and event/news reports	Putting on the WBC's website and using in press releases.	Performing the WBC's contract with the Club to publish Club news and event reports. The Club is responsible for establishing the legal basis for providing this information, but this would normally be by Consent, managed by WBC.

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the 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. 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.

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 our Handbook or to host our website). 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 Club. We determine your continued membership of the Club by the following means:-
 - 6.1.1. You continue to be listed as an Officer or Member of WBC.

- 6.2. 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 except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.3. If circumstances require it, we will delete your data at your request.
- 6.4. Any photographs directly linked to your identity will be deleted, but general photographs taken at Club events on which you may appear will not generally be removed.

7. Your rights

7.1. You have 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.

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/> Telephone
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 Webmaster using the E-mail TAB on the website.