

KENT SCHOOLS SAILING ASSOCIATION - DATA PRIVACY POLICY

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our youth members, parents/guardians/responsible adults, coaches, instructors, helpers and committee 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 Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.kssa.co.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 Kent Schools Sailing Association (KSSA). We can be contacted at chairman@kssa.co.uk.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es), club name, school name.	Managing the Member's membership of the Association.	Performing the Association's contract with the Member. For the purposes of our legitimate interests in operating the Association.
Date of birth / age related information	Managing youth eligibility to be a member and take part in Association events. Derivation of age related results and prizes.	Performing the Association's contract with the Member. For the purposes of our legitimate interests in holding races for the benefit of members of the Association.
Gender	Provision of adequate facilities at events.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
Parent/Guardian or responsible adults name, telephone numbers and email address.	Contact in the event of incident or emergency during an Association event.	Protecting the Member's vital interests.

Member's relevant medical information.	For use in case of illness or other medical incident at Association events. Sharing of this information will be restricted to nominated event supervisors including registration, first aid, tally and lead safety.	Protecting the Member's vital interests.
The Member's name, boat class/type and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media. Publishing results on the Association website.	For the purposes of our legitimate interests in holding races for the benefit of members of the Association. For the purposes of our legitimate interests in promoting the Association.
Photos and videos of members and their boats	Putting on the Association's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Event helpers including, coaches, instructors, first aiders, safety boat crew and beach master, names, addresses, email addresses, phone numbers and relevant qualifications and/or experience.	Managing provision of safety and support facilities at association events.	For the purposes of our legitimate interests in managing events and providing safety cover for the benefit of members of the Association.
Parent, helper, coach's Disclosure and Barring Service (DBS) certificate numbers	Managing participation at events where DBS certificates are required. Certificates will be verified by the Association DBS administrator, but copies will not be taken or held.	Protecting the Member's vital interests.
Committee member's name, address, email addresses, phone numbers	For communication and operational management of the Association and events.	For the purposes of our legitimate interests in operating the Association.

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the EU 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 Association and for as long afterwards as is necessary to comply with our legal obligations. 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.
- 6.2. 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 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/>

Tel: 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 membership secretary membership@kssa.co.uk