



# Newcastle Yacht Club Limited

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## Data Protection Policy

### 1. Principles

This policy is founded on the requirements of the Data Protection Act 1998 and Data Protection Act 2018 (UK implementation of GDPR). Newcastle Yacht Club LTD (hereafter referred to as the Club) collects and processes personal data relating to members and others in the normal course of administering membership and running the Club.

This policy covers the processing of any individual's personal data by the Club which may include both current and former members. The processing of data includes but not exclusively collection, recording, storage, verification, presentation, editing and destruction.

The Newcastle Yacht Club Data Protection Policy is based on the following principles:

- Requesting the minimum amount of personal information necessary to efficiently run the Club.
- Restricting access to that information with a designated list of flag officers able to access the information.
- Encrypting the information both in storage and transmission.
- Destroying data once its use has expired.

### 2. Personal Data Collection

Personal data will be collected by the Club in various forms. Data extracted from online and paper forms is stored on a database system. This system is protected by electronic restrictions. Any physical data collected (i.e. paper forms) is stored securely and, where applicable, entered onto the database. All membership information will be held for one year after the member has ceased to be a member of the Club. After this date has passed, all information except the former member's name and email address will be erased. These details are kept for use in only very specific circumstances (e.g. to inform the former member of a Club anniversary dinner). Former members may also ask for this information to be erased.

At any point, if a member or former member believes that personal data held in relation to them by the Club is incorrect, they may contact a Club Director and request rectification.

Examples of personal data collected and purpose of collecting this data are provided in section 10.

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### 3. Access to information (General)

Personal Information may only be accessed by the Flag Officers, the Media Officer, the Child Protection Officer, and the race manager for events. Information may be passed to other Directors only where entirely necessary.

In some cases, it may be necessary to provide event organisers and nominated race officials with a subset of member details these include:

- Name
- Year of Birth
- Gender

On occasion, bodies such as the RYA or Irish Sailing may request membership information. In this case the same (or a smaller) subset will be presented to the body.

### 4. Access to information (Sailor Specific)

Should there be a request for information (e.g. contact details) on a specific sailor by a particular body the sailor (or parent if the sailor is under 18 years of age), must first give permission for its release.

### 5. Photographic Material for Newcastle Yacht Club Organised Sailing

Photographs may be taken of the sailors and used for media purposes. When completing a membership/entry form, the sailor/parent opts in to provide consent for photographs/videos where they/their child can be physically recognised and assigns all rights to the photographer.

### 6. Email Distribution

Members can subscribe and unsubscribe to email via the web site. Any email correspondence from the Club will have an 'unsubscribe' link appended to it. Email addresses will never be disclosed or used for purposes other than those originally intended. Individual e-mail addresses on Club e-mail correspondence to the membership are blind copied.

## Data Protection Policy

### 7. Social Media

The Club operates a Facebook account (Newcastle Yacht Club). This account abides by Facebook's terms and conditions and is controlled by appointees selected by the club. It is also bound by all restrictions set out in this document.

The Club offers several ways by which the membership can both obtain Club information and contact the Directors.

- Website – The website is the primary means of obtaining Club information and contacting the Club Directors.
- Email updates – Information regarding the general running of the Club and Club events are distributed to the membership via the Club email address. Members may also use the Club email to contact the Directors. See also section 6, Email Distribution.
- Facebook – Regular updates on Club activities and events are posted on the Club Facebook page.

Other media providers – Several other chat groups and media correspondence groups (e.g. WhatsApp) have developed between some members and sub-groups of members.

It is important to note that these are NOT part of the official Club communication and are simply groups of sailors using a common facility to communicate.

### 8. Access Requests

Members are entitled to request a copy of their personal data held electronically, or a photocopy of their original completed application form (if still available). A Flag Officer will provide this information, whilst ensuring its ongoing security.

### 9. Security Cameras

The Club has security cameras in place. Security camera images are held in an isolated system with restricted access and automatically overwritten after a maximum 4 weeks, unless an incident has arisen which necessitates their review. Only select Directors have access to the recorded images from the cameras. There is signage in place around the area in which the cameras are situated. On occasion where footage recorded from these cameras has been requested the footage will only be passed on to the relevant authority and where the board has deemed it to be necessary. For example, footage passed to the police in the event of theft.

## Data Protection Policy

### 10. Examples of information we collect and why

Type of information	Purposes
Names, addresses, telephone numbers and email addresses.	<p>Managing each member's membership of the Club.</p> <p>Keeping in touch with the membership and providing updates that may be of interest.</p> <p>Managing duty rosters.</p> <p>Creating and managing the Club's membership directory.</p>
Dates of birth	<p>Managing age-related membership categories.</p> <p>Managing age-related event entry fees, race results, and prizes.</p> <p>Maintaining an overview of Club demographics for operationalisation reasons (e.g. areas where Club investment is needed).</p> <p>Ensure compliance with club insurance policy in relation to safety boat cover.</p>
Emergency contact details	Contacting next of kin in the event of an emergency.
Gender	<p>Ensuring adequate provision of gender specific facilities (e.g. changing rooms).</p> <p>Managing gender-related race results, and prizes.</p> <p>Maintaining an overview of Club demographics for operationalisation reasons.</p>
Boat and Sail numbers	Managing event entries, race results and correctly allocating dinghy park spacing.
Photos and videos of Club members and their boats	<p>Updating the Club website, Facebook page and other media.</p> <p>Sharing members sailing progress and successes.</p> <p>Promoting the Club and attracting new members.</p>
Instructor information (including relevant qualifications and supporting documentation)	Managing instruction at the Club.

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