



Lochaber Yacht Club

Data Privacy Notice for Members

What we need

Lochaber Yacht Club (LYC) will be a “controller” of the personal information that you provide to us when you apply for or renew your membership (including if you are applying or renewing on behalf of a child under the age of 16), we will ask you for the following personal information:

- contact details – name, address, email address, telephone number(s) and date of birth
- the name of any boats belonging to you stored on LYC premises
- membership category

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership.

We will use our members’ personal information to:

- Provide you with core member services, including, insurance, training and PVG checks where appropriate
- Send you membership communications by post, text or email in relation to membership services including but not limited to membership renewals and information on member benefits.

If you don’t provide us with all of the requested information we may not be able to offer the above membership services and benefits.

Why we need your personal data – legitimate purposes

We also process our members personal data in pursuit of our legitimate interests to:

- promote and encourage participation in the activities of LYC by sending members’ communications and booking information for upcoming competitions and events.

Please note: Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes

- provide competition in the sport of Sailing and boating by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- develop and maintain our members’ qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations on relation to the activities of LYC.
- Where we process your personal data in pursuit of our legitimate interests you have the right to object to us using your personal data for the above purposes. If you wish to object to us processing your personal data please email detailing your objection to lyc_membership@hotmail.com
- If we agree and comply with your objection this may affect your ability to undertake the tasks above for the benefit of you as a member.

Other uses of your personal information

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

Who we share your personal information with

- We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.
- Such organisations include the RYA, Disclosure Scotland, and Police Scotland including for the purposes of safeguarding children.
- We may also share personal information with our professional and legal advisors for the purposes of taking advice.
- In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Sharing with express consent

- We will also request your express consent to share your contact details and the name of any boats owned by you in the club handbook which is published annually and issued to members. This will not apply to junior members under the age of 12 whose contact details will not be included.

How we protect your personal information

- Your personal information is stored on a password protected PC, and is accessed by committee members and volunteers for the purposes set out above.

How long we keep your personal information

- We will 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 possibly delete your personal information where you have not renewed your membership with us for 2 years.

Your Rights

- Your rights in relation to your personal information are:
- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.
- Any requests received by Lochaber Yacht Club will be considered under applicable data protection legislation.
- If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk