

Tees Wheelyboats Privacy Policy - 4th May 2021

Information	Purposes	Legal basis for processing
Members and uses name, address, telephone number and email address	<p>Managing the member's membership of the club.</p> <p>Communicating with the members and uses.</p> <p>Managing the Crew roster.</p>	Performing the Club's contract with the Member and Uses.
Members date of birth/age related information	Managing membership categories which are age related.	Performing the club's contract with the member
Emergency contact details	Contacting next of kin in the event of an emergency	Protecting the member's and uses vital interests and those of their dependants
Photos and videos of members and uses.	Putting on the club's website and social media pages and using in press releases.	<p>Consent. We will seek the consent on their membership application form.</p> <p>Consent for uses and/or carers will be requested on the Booking Terms and Conditions form.</p>
Members qualifications and experience	Managing the activities of the club.	Legal obligation
	Allocation of duties via the Crew roster.	Performing the club's contract with the member
Name, address, email address and telephone number of a member of the public who wishes to explore membership opportunities at the club including age related data for those under 18	Managing the membership application process	Performing the club's contract with the parties involved
	Managing booking and payment for taster sessions	Performing the club's contract with the parties involved

1. How we protect your personal data

1. We will not transfer your personal data outside of the EU without your consent
2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction. We will notify you

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promptly in the event of any breach of your personal data which might expose you to serious risk. We have a clearly defined contract in place with our Data Processor which sets the requirements they are to meet.

3. Members are asked to note that where they are transmitting information to the club over the internet this can never be guaranteed to be 100% secure.
 4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 2. Who else has access to the information you provide to us?**
1. We will never sell your personal data. We will not share your personal data with any 3rd parties without your prior consent (which you are free to withhold) except where to do so by law
- 3. How long do we keep your information?**
1. We will hold your personal data on our systems for as long as you are a member of the club 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 it in an archived form to be able to comply with future legal obligations and the establishment exercise or defence of claims.
 2. We securely destroy all financial information once we have used it and no longer need it.
- 4. Your rights**
1. You have rights under the GDPR:
 1. To access your data
 2. To be provided with information about how your personal data is processed
 3. To have your personal data corrected
 4. To have your personal data erased in certain circumstances
 5. To object to or restrict how your personal data is processed
 6. To have your personal data transferred to yourself or to another business in certain circumstances
 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/>, 0303 123 1113, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

For more details please address any questions, comments and requests to info@tees-wheelyboats.org.uk