



Supernova Class Association – Data Privacy Policy

1 About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it, 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.supernovadinghy.org 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 The Supernova Class Association (the Association / We). We can be contacted c/o Ian Casewell, Treasurer, The Old School House, Elkstone, Cheltenham, GL53 9PB, or by email: treasurer@supernovadinghy.org or Telephone: 0333 0119663.

3 What information we collect and why.

The table below includes a list of data collected by the Association – this includes some “Personal Data” such as name and address, as well as some general information such as sailing club and boat name.

Type of Information	Purposes	Legal basis for processing
Member's name and that of family members, address, telephone numbers, e-mail address(es), class of membership, membership fee paid and method of payment.	Managing the Member’s membership of the Association.	Performing the Association’s contract with the Member. For the legitimate purposes of running the Association.
Gender (inferred from title or name)	Provision of adequate facilities for members	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.
The Member’s boat name, sail number, Sailing Club, age classification, clothing size.	Managing Association event entries (primarily Nationals) and race results. Sharing race results with other clubs, class associations, and the	For the purposes of our legitimate interests in holding races for the benefit of members of the Association and in promoting the Association.



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	RYA, and providing race results to local and national media. To keep an up to date Boat Register.	To meet our Association Constitutional requirements.
Photos and videos of Members and their boats	Putting on the Association’s website and social media pages and using in press releases, race reports and newsletters.	Consent: We will seek the Member’s consent on their membership application form , renewal form and often by approval of the Notice of Race for event. The Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member’s website username	Managing the Association’s online Membership activities including a website forum. This information is only recorded on the Association website.	Consent: We will seek the Member’s consent on their website registration form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they wish to have their details deleted.
Website users’ username, address, telephone numbers, e-mail address(es), boat number, sailing club.	Managing the Association’s online activities. Promotion of Association activities to non-members. This information is only recorded on the Association website.	Consent: We will seek the User’s consent on their website registration form. The User may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they wish to have their details deleted.

For the avoidance of doubt the Association does not retain records of individual’s financial details when making payments to the Association. Payment is processed through third parties (currently PayPal and Banks – via cheque payment).

4 How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent. Although please note the Association Committee hold the data outlined above in a shared folder system (Dropbox). The Committee have no control over the domiciliary domain of this web based folder system.
- 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. The online protection of data stored in the Association website is delegated to the provider of the website platform.
- 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.



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- 4.4 For any payments which we take from you online we will use a recognised online secure payment system (currently PayPal).
- 4.5 In the event of any breach of your personal data which might expose you to serious risk we will notify you promptly after we become aware of the breach.

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 section 3 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 will instruct 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 it is in the Associations' legitimate interest to do so, or for as long as is necessary to comply with our legal obligations.
- 6.2 We will hold your membership history data on the web site to administer the new members discount given from the 1st February each year.
- 6.3 We will hold your membership history including payment data, membership class, the fee paid and the method of payment as part of the accounts for a minimum of 7 years.
- 6.4 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.
- 6.5 We securely destroy any financial information we may receive 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:



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<https://ico.org.uk/concerns/>
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 the Association by email: info@supernovadinghy.org.