

Data Protection and Privacy Policy

Issued by: HRSC Committee Date: April 2026

This policy is reviewed annually by the Club Committee.

Review Date: April 2027

1. About this Policy

1.1 This policy explains how the Club collects, uses and protects personal data, and your rights in relation to that data. It also acts as the Club's Privacy Notice. We may update this policy from time to time, and the latest version will always be available on the Club website or from the Office.

1.2 We will always comply with the Data Protection Act (2018) 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 Act, The Club acts as a Data Controller for the purposes of data protection legislation regarding all personal data we hold about you.

2. Roles and Responsibilities

The Club Committee has overall responsibility for ensuring that the Club complies with data protection legislation and that appropriate policies and procedures are in place.

Club Officers and designated volunteers are responsible for implementing this policy within their areas of responsibility and for ensuring that personal data is handled in accordance with the Club's procedures.

The nominated Committee Member acts as the Data Protection Lead and is the first point of contact for any data protection queries, subject access requests, or data breach reporting.

3. Who are we?

We are Helford River Sailing Club. We can be contacted at:

Helford, Helston TR12 6LB , Tel: 01326 231006 Email admin@helfordriversc.co.uk

3. What information we collect and why

The Club only collects the personal data necessary to manage your membership and ensure your safety. We do not collect sensitive 'Special Category' data (such as health or disability information) unless it is specifically required for a safety-critical activity or training course, in which case we will seek your explicit consent.

What we collect	Why we need it	Legal basis of processing
Member's name	Displaying applicant names on the clubhouse noticeboard during the membership approval process	Legitimate interests in maintaining a transparent membership approval process
Member's name, address, telephone numbers, email address(es).	Managing the Member's membership of the Club. Keeping in touch with the Member (including by newsletter). Managing the duty roster	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club. For the purposes of our legitimate interests in operating the Club.
Names and ages of the Member's dependants	Managing the Member's and their dependants' membership of the Club.	Performing the Club's contract with the Member.

Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests and those of their dependants.
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.
The Member's name, boat name and sail number	Managing race entries and race results. Publishing race results at the Club and with other clubs, class associations, and the RYA, and providing race results to local and national media. Allocating moorings and compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of Members and their boats	Putting on the Club's website, social media pages, newsletter 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 email or letter.
Radio call signs	Collected for a rally and shared between those participating in the rally.	For the purposes of our legitimate interests in ensuring that boats on a rally can maintain contact with each other.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.
Member's name and email address whilst a current member of the Club	Passing to the RYA for the RYA to conduct surveys of Members of the Club. See paragraph 5.3 below.	For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Instructor's name, address, email address(es), phone numbers and relevant qualifications and/or experience	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Name, email address and telephone number of each Club Officer	Made available to the office and RYA, in each case as a point of contact at the Club.	For the purposes of our legitimate interests in operating and promoting the Club.

Name, email address and telephone number of each Club committee member	For contact with Club office and other committee members	For the purposes of our legitimate interests in operating and promoting the Club.
Employees and representatives of suppliers to the Club	Entering into and managing arrangements with suppliers.	Entering into and performing contracts with suppliers.
Payment History (Via Dojo or Direct Debit)	To process your fees and maintain financial records.	To facilitate your membership payments.
Bar/Kitchen Transaction Data	To verify membership status for discounted pricing and to manage Club finances and usage.	To ensure only members receive discounts and to manage Club finances effectively.

4. How we protect your personal data

4.1 We will not transfer personal data outside the UK unless appropriate safeguards are in place in accordance with UK data protection law.

4.2 We have implemented appropriate technical and organisational measures of technology and operational security 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. Where required, we will also report personal data breaches to the Information Commissioner's Office (ICO).

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 we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 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). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data 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. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

5.3 We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the Club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data necessary for the third party to do so and will have a contract in place that requires the third party 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 Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long 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.

We will normally hold your personal data for the duration of your membership and for up to six years afterwards for administrative and legal purposes, unless a longer retention period is required by law

6.2 We securely destroy sensitive payment data (such as full credit card numbers) immediately after processing. Records of membership fees paid are retained for six years to comply with statutory tax and accounting requirements

7. Your rights explained

7.1 It is important that you understand what rights you have in respect of the Personal Data and Special Category Personal Data that we hold about you. To let us know that you wish us to exercise any of your rights outlined above please contact our Data Protection Lead who can be contacted at admin@helfordriversc.co.uk

(a) The right to be informed (knowing how we will use your data).

You have the right to be told how we will use your Personal Data – which is set out in This Notice.

(b) The right of access (being provided with copies of your data).

You have the right to ask us to provide you with a copy of your Personal Data. We will supply any information you ask for as soon as possible but may take up to 1 month once we are satisfied as to your identity. We will not charge you for this. This is called a data subject access request.

(c) The right to rectification (changing incorrect information we hold)

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. Contact details for any requests can be found above.

(d) The right to be forgotten (erasure) (requesting deletion of your Personal Data).

In some cases, you have the right to be forgotten (i.e. to have your Personal Data deleted from our database).

(e) The right to restrict processing (limiting how we use your data).

In certain situations, you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage.

(f) The right to data portability (moving your data in a useable format).

You have the right to request the Personal Data you provided to us, in a structured, commonly used, and machine-readable format and/or transmit that data to a third party - in certain situations.

(g) The right to object (when we must stop processing your data).

You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal Data unless: we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights, and freedoms; or the processing is for the establishment, exercise, or defence of legal claims.

(h) The right not to be subject to automated decision-making including profiling (deciding solely by automated means without any human involvement).

The Club does not undertake automated decision-making that has a legal or similarly significant effect on members. We use membership card data to verify eligibility for member discounts at the bar and kitchen; however, this is not used for automated profiling that impacts your membership rights.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

7.3 For further information on each of those rights, including the circumstances in which they apply, please see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

8. Website Data & Cookies

This section applies to anyone using the HRSC website. While we do not currently require members to create website accounts, the following technical measures are in place for site security and administration.

8.1 Contact Forms

We use Contact Form 7 to manage enquiries. Information submitted is stored on our secure hosting server for backup and reference.

8.2 Cookies

Our website uses "Necessary Cookies" to function. If you visit our administrative login page, a temporary cookie checks if your browser accepts them; this contains no personal data. If an administrator logs in to update the site, cookies are used to remember display choices and session details.

8.3 Embedded Content

Articles may include embedded content (e.g., YouTube videos or weather feeds). These behave as if you visited the external website directly and may collect data or use their own cookies.

8.4 Media Uploads

If you upload images to the site, please avoid files with embedded location data (EXIF GPS), as visitors can potentially download and extract this information.

8.5 Website Administration

Personal information provided in user profiles is accessible only to the user and site administrators. This data is stored securely and can be edited or deleted upon request.