

THE NORFOLK BOAT (SAIL TRAINING) LIMITED DATA PRIVACY STATEMENT

Preservation of your privacy is important to the Norfolk Boat and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

Who are we?

1.1 The Norfolk Boat (Sail Training) Ltd

1.2 The Norfolk Boat is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Information about you

2.1 We are obliged to collect personal information (data) from you when you or your organisation enquire about our activities or register as a member with us. This may include your name, title, email address, physical address, telephone numbers and job title.

2.2 Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

How do we process your personal data?

3.1 The Norfolk Boat complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

3.2 The Norfolk Boat uses your personal data solely for the following purposes:

- To administer membership records
- To maintain our own accounts and records
- To inform you of news and events which we believe may be of interest to you and meetings organised by The Norfolk Boat.

3.3 The Norfolk Boat does not share your personal data with any third parties without your specific prior permission. This would be following an enquiry received from a third party or body for information or assistance which it is believed you may be able to assist with in some form, and we will approach you with information about the request and obtain your consent before passing on only those contact details you wish us to.

Security

4.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4.2 Communications from us may be sent by e-mail or post. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

Your rights and your personal data

5.1 The right to request a copy of your personal data which The Norfolk Boat holds about you.

5.2 The right to request that the Norfolk Boat corrects any personal data which is inaccurate or out of date.

5.3 The right to request your personal data is deleted where it is no longer necessary for The Norfolk Boat to retain it.

5.4 Keeping your personal data up to date.

5.5 Please contact the Administrator of The Norfolk Boat to correct or update any information, or if you would like information deleted from our records. This can be done by email: info@norfolkboat.org.uk

This privacy policy may be updated from time to time, so please check it periodically.