

# Privacy notice for Safer Waters

Published:- 01 October 2020

Safer Waters takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

## Personal Data

### What we need from you

When you register as a member of Safer Waters or renew your membership, we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Qualifications – a record of your current relevant qualifications.
- Experience – equivalent experience to qualifications or other which maybe of benefit to the club
- Boat details – details of boat owners that maybe accessible for club activities

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### Why we need your personal information

#### Contractual purposes

We need to collect our members personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Keep a register of qualifications and experience that could be called on for specific events

#### Legitimate purposes

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

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

#### **Legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- We are required to maintain a register of members to hold general meetings, issue notices and AGM voting arrangements.

#### **Other uses of your personal information**

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

#### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations and we may also share personal information with professional and legal advisors for the purpose of obtaining advice.

#### **How we protect your personal information**

Your personal information is accessed by our Secretary and Treasurer only for the purposes set out above. It is stored by our club in the membership forms database on the website which is password protected.

#### **How long we keep your personal information**

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

#### **Technical Data**

This includes data about your use of our website and online services such as your IP address, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone settings and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system. We process this data to analyse your use of our website and other online services, to administer and protect our website. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website.

#### **Service Providers**

Personal information will not be shared with any third party services.

#### **Links To Other Sites**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

#### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a “subject access request”.
- Request that we delete your personal information

You can contact us at [secretary@safewater.org](mailto:secretary@safewater.org)