

FYCA GDPR Privacy Policy



Introduction: This document outlines the Forth Yacht Clubs Association's approach to data privacy in response to the UK General Data Protection Regulations (UK GDPR).

Organisation: Forth Yacht Clubs Association **Contact email:** secretary@fyca.org.uk

Policy written by N Medley and K Allan	21 st February 2024
Updated following feedback from Executive:	6 th September 2024
Adopted by Executive Committee:	7 th September 2024
Review date:	September 2025

The type of personal information we collect:

We currently collect and process the following information:

- Details of member clubs
- Sailing Secretary details including name, email (preferably club generic but otherwise personal), address (preferably clubhouse but otherwise personal) and phone number (preferably mobile)
- Personal contact details of Committee members including address, phone number, personal email address
- Personal contact details of individuals applying for boat handicaps including name and email address
- Bank details of member clubs may be held as payees in the FYCA Banking App

How we get the personal information and why we have it:

Most of the information we process is provided to us directly by you for one of the following reasons:

- If you are the Sailing Secretary of a member club as you will be the main point of contact
- If you are personally applying for a yacht handicap
- If you are a club treasurer applying for a grant or any other financial business
- If you are a member of a club organising a hire of the FYCA race marks
- If you are a committee member

We use the information that you have given us in order to:

- Supply sailing Secretary lists to member clubs, Forth Ports and RYA(Scotland)
- Enable Forth Ports to send Notices to Mariners (NtMs) direct to clubs
- Issue UKHO tidal data & FYCA Calendars for Open events
- Provide Handicap allocations and yacht handicap performance data
- Process grant applications and payments
- Invoice member clubs for subscriptions, race mark hire, etc.
- Identify Executive Committee Members on website

We may share this information with:

- Forth Ports Authority and other agencies involved in marine safety
- Other sailing associations for handicap reasons.

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Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

(a) Your consent:

You are able to remove your consent at any time. You can do this by contacting secretary@fyca.org

(b) We have a contractual obligation:

Contract with member clubs to collect membership subscriptions in return for services including UKHO tidal data, race calendars, handicap calculations, grants, race mark hire.

Contract with individuals through member clubs to provide handicap service

(c) We need it to perform a public task:

Public Task/Legitimate interest – we share the Sailing Secretary contact list with Forth Ports in order for them to issue NtMs (Notices to Mariners) and have a point of contact should there be Marine Safety issues.

(d) We have a legitimate interest:

Legitimate interest – Member clubs nominated contact (Sailing Secretary contact details including email and phone number) allow us to operate and provide our services to the clubs

Contact details for Committee members are on the website and can be contacted by the public through generic email addresses.

How we store your personal information:

We keep personal details for as short a time period as required. We will then dispose your information by deleting emails, website information and shredding paper copies.

1. The Sailing Secretary list is held by the FYCA Secretary, updated as required, and sent by email BCC (Blind Carbon Copy) to all current sailing secretaries, Forth Ports and RYA (Scotland). Recipients are asked to delete previous lists but the FYCA cannot guarantee their compliance. The FYCA Secretary will retain previous lists for three years before deleting them.
2. Yacht handicap applications and data base: personal information such as phone number and email address is kept by the Handicap Committee until the handicap application has been approved. Email correspondence will then be deleted. We expect the timescale to be three months on average. We retain one method of contact. Yacht Handicap database entries are identified as **owner, club, boat information, handicap, performance data**.
3. Financial information will be held by the Treasurer for the shortest time possible. Emails with bank details will be deleted once transactions have been processed. Bank details of member clubs may be stored securely as payees in the Bank of Scotland banking app if multiple transactions are likely. Payee details will be deleted from the app after two months unless otherwise authorised. Race mark hire email correspondence will be deleted after the event once payment has been received from the organisation hiring the marks.
4. Website: Committee name and generic email details will be kept for the length of time that the person is in office. They will be deleted if there are personnel changes or on request within one month where possible. Classified adverts are posted on the website at the advertiser's own risk and will be removed from view in six months from the posting date.

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APPENDIX A

YOUR DATA PROTECTION RIGHTS - Under data protection law, you have rights including:

Your right of access:

You have the right to ask us for copies of your personal information.

Your right to rectification:

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure:

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing:

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing:

You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability:

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at **secretary@fyca.org.uk** if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at **secretary@fyca.org.uk**

You can also complain to the **Information Commissioner's Office** (ICO) if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113.

ICO website: <https://www.ico.org.uk>