

# DATA PRIVACY POLICY

## 1. About this Policy

- This policy explains why we collect personal information about our members and others who have asked to be on our mailing list (hereinafter referred to as 'you'), how we use it and how we keep it secure, and your rights in relation to it.
- 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.
- 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](http://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?

- We are the Committee of Camsail. We can be contacted via email at: [enquiries@camsail.org.uk](mailto:enquiries@camsail.org.uk)
- The Camsail Secretary is primarily responsible for holding the personal data, but may, without further permission, make appropriate data available to other members of the Committee for the legitimate use of Camsail.

## 3. What information we collect and why:

- We store your email address, so that we can send details of Camsail meetings and other Camsail activities.
- We store your phone number(s) if you have given it/them to us, so that you can be more easily contacted, especially in relation to organising lifts for trips and skipper/crew liaison.
- We store your postcode or full address if you have given them to us for the purposes of organising lifts for trips.
- We store the account name, sort code and account number of your bank account if you have requested a refund into that account.

## 4. How we protect your personal data

- We will not disclose your personal data to anyone outside the Committee (including other members of Camsail) without your consent.
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction.
- Note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- We will notify you promptly in the event of any breach of your personal data.

**5. How long do we keep your information?**

- We will hold your personal data on our systems until you ask us to remove you from our mailing list, which you may do by email to the Secretary at any time.

**6. You have rights under the GDPR:**

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased
- to object to or restrict how your personal data is processed.

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

<https://ico.org.uk/concerns/>  
0303 123 1113  
Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire SK9 5AF