

Penarth Yacht Club Privacy Policy

1. Our contact details

Name: The Club Secretary

Address: Penarth Yacht Club, The Esplanade, Penarth, CF64 3AU

Phone Number: 02920 709233

E-mail secretary@penarthyachtclub.com

Penarth Yacht Club (PYC) is the Registered Data Controller of your personal information.

2. The type of personal information we collect

We currently collect and process the following information covering membership and Penarth Yacht Club employee information;

- Personal identifiers, contacts details and characteristics (such as name, address and contact details)
- Membership subscriptions and billing information, products and services purchased.
- Employee information (including personal identifiers and work history)
- Website usage and email data

3. How we get the personal information and why we have it

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

- To become a member of Penarth Yach Club and use its services.

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

- To communicate “What’s on” and any changes related to Penarth Yacht Club
- To manage your application and membership renewal and any other services purchased
- To Market the services and offers available from PYC.

We may share this information with the employees and Flag Officers Penarth Yacht Club during their tenure.

We will never share, sell, rent or trade your personal information to any third parties for marketing purposes without your prior consent.

If you wish to unsubscribe from any PYC marketing communications, please contact The Club Secretary.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting The Club Secretary
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We have a legitimate interest.

4. How we store your personal information

PYC is committed to protecting the personal information you entrust to us. When we collect information about you, we make sure that our information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical and physical measures. We use computer safeguards such as firewalls and password protection, we enforce physical access controls to our buildings and files, and we authorise access to Personal Information only for those employees and volunteers who require it to fulfil their job responsibilities. Our employees and volunteers are subject to obligations of confidentiality in their contracts of employment and volunteer job descriptions.

We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy policy and to fulfil our legal obligations. We will not keep more information than we need. The retention period will vary according to the purpose;

Once we no longer have a need for your data it will be disposed by securely destroying all records (manual and electronic) so that they are non-recoverable.

5. International data transfers

Our core data and information is hosted and processed in the UK. However, like most businesses, we engage some suppliers and partners based outside of the UK or the EEA. In these cases, we may need to export your data to another country outside of the UK or the EEA. Where that is the case, we ensure that the relevant transfer is made in accordance with applicable law. The main ways we do this are where:

- The UK Government or European Commission (as applicable) has determined that the country to which the information is being shared has an ‘adequate’ level of data protection standards.
- The supplier or partner agrees to specific contractual terms (known as ‘standard contractual clauses’) which protects your information.

6. 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 if you wish to make a request via The Club Secretary

7. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at The Club Secretary.

You can also complain to the 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 5AF

Helpline number: 0303 123 1113

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