

Data Protection Policy

Purpose of the Data Protection Policy

This policy is a statement of the Newtownards Sailing Club's commitment to ensure the rights and privacy of members in accordance with the General Data Protection Regulations (GDPR).

Collecting Information

We collect and use information to provide the following services:

- a. The processing of membership applications
- b. The administration of the Newtownards Sailing Club
- c. To assist members and other like-minded individuals to contact each other for the enjoyment and promotion of sailing and associated activities, and to facilitate the objectives of Newtownards Sailing Club.

We will agree to process all information under the GDPR in accordance with the following principles:

Obtain and process information fairly

We will endeavour to obtain and process personal data fairly and in accordance with the relevant Regulation.

Keep it only for one or more specified, explicit and lawful purposes

We will keep personal data for purposes that are specific, lawful and clearly stated as outlined above.

Use and disclose only in ways compatible with these purposes

We will use and disclose personal data only as outlined above and only for the stated purposes.

Keep it safe and secure

We shall take all appropriate measures against unauthorised access to, or alteration or disclosure of, personal data.

Keep it accurate, complete and up-to-date

We shall only hold personal data to the extent that it is adequate, relevant and not excessive and in accordance with the stated purposes.

Retain for no longer than is necessary

We will only retain the data for as long as necessary.

Give a copy of his/her personal data to that individual, on request

We will furnish copies of all personal data to the data subject upon receipt of a written request.

Responsibility

Overall responsibility for ensuring compliance with the GDPR rests with the administration of the Newtownards Sailing Club. However, all members who separately collect or control or otherwise have access to personal data are individually responsible for compliance with the legislation. The Honorary Secretary for the time being is the Data Protection Officer.

Review

This Data Protection Policy will be reviewed regularly and an up-to-date copy can be found on our website and on the Club Notice Board in the clubhouse, or is available upon receipt of written request.