



New Parks Cruising Association (NPCA) General Data Protection Regulation (GDPR) Policy

This policy sets out how NPCA (the club) intends to meet the legal requirements of GDPR under the 6 main headings, being:

- Lawful, Fair & Transparent
- Purpose and Limitation
- Relevant and Limited
- Accurate & Updated
- Retention
- Security

Extent

All Committee members, officers, flag officers, Web Master and other members or individuals organising events and activities in the name of NPCA will comply with this policy in all respects without exception or exemption. The club will not share data with others including overseas or outside the EEA under any circumstances. The club will operate a general policy of: *"if we need it we protect it and if we don't need it we delete it"*.

Lawful, Fair & Transparent

The club will comply with the law, deal with members data fairly as set out below and maintain transparency of data and data management providing members a copy of the data held upon request to the Data Manager / Club Secretary.

Member Rights under GDPR

You have these rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

If you have a complaint we would ask you to contact the club to seek resolution before making a complaint to the regulator by writing to the NPCA Club Secretary at: secretary@sailnpca.org

You also have the right to take any complaints about how we store and process your personal data to the Information Commissioner:

On the web:

<https://ico.org.uk/concerns/>

By Post:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113.

Purpose and Limitation

NPCA will hold “opt in” consented data from individual members for the sole **purpose** of delivering club services and benefits to members. Data held will be **limited** to: Name, address, email address and telephone numbers. The club will not share data overseas or outside the EEA under any circumstances.

Relevant and Limited

Only data relevant to the club’s activities will be collected and held. The data collection method will require each member to complete a signed and dated membership form. From time to time the club may collect data relating to gender and dietary requirements solely for the purpose of facilitating individual needs on an event; such data will be held confidentially and deleted immediately after use.

Accurate & Updated

Data will be checked and verified as far as reasonably practicable by the Data Manager and Membership Secretary; any inconsistencies will be investigated and corrected. Data will be updated routinely on an annual basis on membership renewal and on an ad-hoc basis upon information being received by the club from the member in question.

Retention

Consented (opt in) member data will only be stored as long as is necessary to service member (and lapsed member) needs or until the member requests to be removed (Forgotten). Member requests to be removed must be in writing either by email or post and will be carried out as soon as is reasonably practical and in any case in a period not exceeding 1 month. Up to date contact details can be found on the club’s website: <http://www.sailnpca.org/contact.html> .

Any member record which cannot be validated and has not had “opt in” consent will be deleted.

Security

Records will take 2 forms:

1. Annual membership application form
2. Membership Spread Sheet

For membership application forms; these will be held in paper form by the Data Manager and or the Membership Secretary and will not be copied or scanned or shared with others.

For the Membership Spread Sheet; it will be held in digital form by the Data Manager and or the Membership Secretary and password protected. Sharing will only be with NPCA Committee members (or co-opted committee members) for an express reason and will be deleted after use.

Prepared by P M Thorne,

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