



New Forest Sailability Privacy Notice

Who we are:

- New Forest Sailability (NFS) is a Charitable Incorporated Organisation (CIO), charity number 121484, based at Spinnaker Sailing Club, Ringwood and enables people with disabilities to enjoy the exciting sport of sailing. Here is where you can learn to sail a dinghy, or sit back and relax whilst someone else takes you for a trip around the lake, or even take part in races.
- All this within the safe confines of our beautiful lake in the heart of the New Forest.
- Our club is run under the guidance of the Royal Yachting Association.

What we do with your registration information:

- Here at New Forest Sailability your privacy is very important to us, and we want to communicate with all members in a way which has their consent, (see below) and which is in line with the latest UK law on data protection.
- The data we collect from you is used purely for NFS records should you ever require assistance in an emergency.
- We only process data that you give us.
- Your personal data is processed and maintained by NFS in accordance with NFS Lawful Basis for Processing data.
- The information we hold about you is in paper form and will automatically be removed from the NFS records one year after you cease to be a member.

Who we share your data with:

- We **do not** share any information you give us about yourself.
- We treat all information we hold about you as private and confidential and is not shared with any organisation, third party or commercial entity. Your personal data is for NFS purposes only in order to facilitate the efficient running and functionality of the club unless:
 - a) you ask us to reveal the information, or we have your permission to do so;
 - b) we are required or permitted to do so by law;
 - c) it is required by law enforcement, fraud prevention or credit reference agencies.
- When you give us information about another person, you need to confirm that you have been appointed to act on behalf of that other person. This includes providing consent to process that other person's data as set out in these terms and conditions.
- If you would like a copy of the information we hold about you, you can make a **Data Subject Access Request** under the Data Protection Act. Please ask at NFS reception for a DSAR form. Please sign your request and include your full name.



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How we collect and record information:

- We collect your personal information from your registration form.
- We have a small 'paper database' in which we keep the personal records of the sailors' disabilities. This is necessary in case of any emergencies that may occur to the sailor. Its access is limited by password control to the **Data Controller*** and the **Data Processor**** who updates the records.

Definitions

*** 'Data Controller'**

*A controller determines the purposes and means of processing personal data.
(In the case of NFS it is the Committee)*

****Data Processor***

A processor is responsible for processing personal data on behalf of a controller.

Your consent for us to use your information:

In order for NFS to process your personal data we ask you to complete a consent form.

- Your information is used only by NFS in the case of any emergency that might occur during your time at Spinnaker Sailing Club.
- You indicate your options by simple tick boxes.
- You can withdraw or change your consent at any time.
- You may request what data we hold about you. This is called a Data Subject Access Request (DSAR). You can obtain a DSAR form from NFS reception.
- Should it be necessary to update our Privacy Policy you will be informed about the changes and asked if you wish to amend your consent to NFS maintaining your personal data.
- We occasionally take photographs at our events. These photographs are purely for use on our website gallery.

What else we do beyond legal requirements:

- We do not share your data with any other NFS member. Neither can other members request you view the data we have about you without your consent.
- Should New Forest Sailability cease to exist then all personal data shall be deleted and destroyed.