

HADRON H2 CLASS ASSOCIATION DATA PRIVACY POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 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.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (www.h2class.uk) regularly for any amendments. Amendments will not be made retrospectively.

1.4 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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Hadron H2 Class Association. We can be contacted at 7 Ramsey Road, Hadleigh, IPSWICH, IP7 6AN. Email: info@h2class.uk. Telephone: 01473 823587. Alternatively, HH2CA officers contact details are available at www.h2class.uk

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Association.	Performing the Association's contract with the Member. For the purposes of our legitimate interests in operating the Association.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Association's contract with the Member.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.
The Member's name and e-mail address	Creating and managing the Association's online Membership Directory.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.

Bank account details of the member or other person making payment to the Association	Managing the Member's and their dependants' membership of the Association, the provision of services and events.	Performing the Association's contract with the Member.
The Member's name and e-mail address, whilst a current member and for up to a year after ceasing to be a member of the Association	Passing to the RYA for the RYA to conduct surveys of Members and former members of the Association. See paragraph 5.3 below.	For the purposes of our legitimate interests in operating the Association and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Member's name, address, telephone number(s), email address(es), whilst a current member and for up to two years after ceasing to be a member of the Association.	Passing to the manufacturers of the Hadron H2, Hadron Dinghies Ltd (HDL) for HDL to be able to contact owners regarding maintenance and other aspects of ownership of their H2.	For the purposes of our legitimate interests in operating the Association and / or the legitimate interests of HDL in its capacity as manufacturer of the Hadron H2.
Name, e-mail address and telephone number of each Association Officer	Information published on Association's website, in Association's newsletter and other publications, in the Association's marketing materials and made available to the RYA, in each case as a point of contact at the Association	For the purposes of our legitimate interests in operating and promoting the Association
Name, e-mail address and telephone number of each Association committee member	Information published on Association's website	For the purposes of our legitimate interests in operating and promoting the Association
Employees and representatives of suppliers to the Association	Entering into and managing arrangements with suppliers	Entering into and performing contracts with suppliers

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Association and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

5.3 We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the Association and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Association and for as long afterwards as it is in the Associations' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have 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.

7.2 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

For more details, please address any questions, comments and requests regarding our data processing practices to our Association Secretary. See section 2 above for contact details.