

# Dundee Sailing Club

## Data Privacy Notice

### Member Data

The club holds personal data about its members under the legal basis of having a “legitimate interest” in holding these details to enable the effective running of the club.

The data is held securely on an encrypted hard-drive, is backed up and is not shared outside the club. The database is only accessible to authorised Club Committee members.

The data is checked for accuracy annually when members are requested to resubmit their details on the annual membership renewal form. These forms are securely shredded after use.

Member names and email addresses are added to the Club Google Group email system and also to DutyMan online software, which form an integral part of the management of the club. Members have the right to opt out of both systems.

Members have the right to request a copy of the data held by the club and we will respond quickly and without charge. Members can also ask for data to be corrected or to be deleted, as long as that does not interfere with the club’s ability to manage their membership.

Member data is held while a person remains a member and is removed from use when it is clear a member has left the club. Details are retained for historical audit purposes, although ex-members have the right to request a complete deletion of their personal details.

### Contact Data

Emails and website contacts from people outside the club are retained within the club email system and the website database, accessible only to authorised Club committee members. They may also be contacted about future Club events. You can opt-out of this communications at any time. Again this information is held under the legal basis of having a “legitimate interest” in holding these details to enable the effective running of the club.

Visitors to Club Open Days who complete a registration form may be contacted about participation in future club events during the current sailing season. The form will be shredded at the end of the current sailing season and no personal information retained.

For any queries about your data please contact the Committee at [dsc-committee@googlegroups.com](mailto:dsc-committee@googlegroups.com) or via the club email at [dundee.sc@gmail.com](mailto:dundee.sc@gmail.com)