



IOKDBCA

DATA PRIVACY POLICY

1. INTRODUCTION – INTERNATIONAL OK DINGHY BRITISH CLASS ASSOCIATION (IOKDBCA)

1.1 IOKDBCA can be contacted through the Secretary at Hollyhurst Wood End Road, Crow Hill Ringwood BH24 3DG, telephone 07917126675 or by email: secretary@okdinghy.co.uk

2. ABOUT THIS POLICY

- 2.1 This policy explains when and why IOKDBCA collects personal information about its members, how IOKDBCA uses it and how IOKDBCA keeps it secure and your rights in relation to it.
- 2.2 IOKDBCA may collect, use and store your personal data, as described in this Data Privacy Policy.
- 2.3 IOKDBCA reserves the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check the IOKDBCA website www.okdinghy.co.uk regularly for any amendments (but amendments will not be made retrospectively).
- 2.4 IOKDBCA will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on GDPR can be found at the website for the Information Commissioner www.ico.gov.uk For the purposes of the GDPR, the IOKDBCA Secretary will be the ‘controller’ of all personal data we hold about you.

3 WHAT INFORMATION IOKDBCA COLLECTS AND WHY

- 3.1 The General Data Protection Regulation requires IOKDBCA to have a Lawful Basis for processing and holding personal data. The following tables identify each of the six lawful bases, the relevant type of information held and the purpose for which IOKDBCA uses it.
- 3.2 **Information necessary for IOKDBCA to fulfil its Contract to provide information and services to members:**

Type of Information	Purposes
Member's name, address, telephone numbers, e-mail address, boat ID	Address: acknowledge receipt of subscription by posting the member's boat sticker. Post annual OK Dinghy magazine produced by OKDIA. Telephone: urgent specific communication with member Email: informing of upcoming sailing and social events; managing individual enquiries; communicating on AGM matters; forwarding OKDIA information.
Age related information	Recording winners' names of Cadet, Junior, Veteran and Master's trophies
Bank account details of the Member making payments to IOKDBCA	Receiving cheques for entry to events, purchasing PSNs, booking transport. Downloading transaction history of members using bank transfer for checking receipts, data destroyed immediately after processing.

Information that is in the Legitimate Interests of IOKDBCA and/or its members

Type of Information	Purposes
Names, photographs and/or video images of members and/or their boats	To publicise and promote IOKDBCA, its activities and members' achievements by posting on the IOKDBCA Website and Social Media pages and for use in IOKDBCA publications, newsletters and press releases.
Names and boat ID	Directory of current and past members owning boats as a record of the OK Dinghy history since 1957. History of trophy winners' names and their boat numbers. Sharing race results with other national class associations, OKDIA, the RYA and providing race results to local and national media.
Name and sailing club	Location of members to ensure IOKDBCA events are accessible to the majority and a venue source for future events
Member's RYA measurement qualifications	Identifying members qualified to measure OK Dinghy boats and sails in order to meet the one-design requirements set out by OKDIA, RYA and World Sailing.

Information that is in the Vital Interests of members

Type of Information	Purposes
Emergency contact details	Contacting next of kin or person with parental responsibility in the event of an emergency

Information necessary to meet a Legal Obligation

Type of Information	Purposes
User name, email address	To agree to the Terms & Conditions in order to access the website Forum

Information necessary to fulfil a Public Task:

Type of Information	Purposes
None identified	None identified

Information held with a member's Consent

Type of Information	Purposes
For participants under 18 years of age: Child's age & gender, parent's name, address, contact details & consent	Meeting entry requirements to OK Dinghy racing events

4 HOW IOKDBCA PROTECTS YOUR PERSONAL DATA

- 4.1 IOKDBCA will not transfer your personal data outside the EEA without your consent except entry forms completed by you and forwarded by the Secretary to World Championship events outside of EEA.
- 4.2 IOKDBCA has implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. IOKDBCA will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3 Please be aware that where you are transmitting information to IOKDBCA over the internet or by other electronic means this can never be guaranteed to be 100% secure.
- 4.4 IOKDBCA uses Lloyds Bank on-line banking facilities for any payments which you send to IOKDBCA's account.

5 WHO ELSE HAS ACCESS TO THE INFORMATION YOU PROVIDE TO IOKDBCA?

- 5.1 IOKDBCA will never sell your personal data. IOKDBCA shares names and addresses with OKDIA for OK Dinghy magazine distribution from a UK site and email for OKDIA information.

6. HOW LONG DOES IOKDBCA KEEP YOUR INFORMATION?

- 6.1 Subject to retaining data in exceptional circumstances, IOKDBCA will hold your personal information for the duration of your membership of IOKDBCA, except for name and boat details in order to maintain a historic record of boats and trophy winners.
- 6.2 If IOKDBCA decides that it is not entitled to hold your personal data, it will stop processing it and will purge your records
- 6.3 IOKDBCA securely destroys all financial information once it has used it and no longer needs it

7. YOUR RIGHTS

- 7.1 You have the following 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 in certain circumstances to another organisation.
- 7.2 IOKDBCA does not use automated decision making processes nor does it undertake member profiling.
- 7.3 Under the General Data Protection Regulation/Data Protection Act 2018 you may request details of the personal information which IOKDBCA holds about you. Requests should be made in writing to IOKDBCA's Data Controller at the address below.
- 7.4 You have the right to take any complaints about how IOKDBCA processes your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> or tel : 0303 123 1113, or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

For more details, please address any questions, comments or requests regarding IOKDBCA's Data Privacy Policy to IOKDBCA's Data Controller by email at secretary@okdinghy.co.uk or writing to The Data Controller, IOKDBCA, Hollyhurst Wood End Road, Crow Hill, Ringwood, BH24 3DG