



Newcastle University Sailing and Yachting Club Private Policy

Last Revised: 09/09/19

Newcastle University Sailing and Yachting Club

Privacy Policy – Data Protection

The aim of this document is to:

- **Provide members with the information in which the Club intends to obtain, process and store personal data such as names, email addresses and phone numbers.**
- **To give guidance to the committee on how the Club applies the data protection laws, outlining the Clubs, and therefore committee's responsibilities**

Introduction

Newcastle University Sailing and Yachting Club is committed to protecting the rights and freedoms of members and safely and securely processing their data in accordance with our legal obligations. This policy sets out how we seek to protect personal data and ensure that our members understand the rules governing the use of their personal data.

This policy applies to all members, who must be familiar with this policy and comply with its terms. We may supplement or amend this policy by additional policies and guidelines from time to time. Members will be notified before a new policy is adopted.

The principles

Newcastle University Sailing and Yachting Club shall comply with the principles of data protection enumerated in the EU General Data Protection Regulation. The Principles are:

1. Lawful, fair and transparent

Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.

2. Limited for its purpose

Data can only be collected for a specific purpose.

3. Data minimisation

Any data collected must be necessary and not excessive for its purpose.

4. Accurate

The data we hold must be accurate and kept up to date.

5. Retention

We cannot store data longer than necessary.

6. Integrity and confidentiality

The data we hold must be kept safe and secure.

Lawful basis for processing data

We must establish a lawful basis for processing data. At least one of the following conditions must apply whenever we process personal data:

1. Consent

We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.

2. Contract

The processing is necessary to fulfil or prepare a contract for the individual.

3. Legal obligation

We have a legal obligation to process the data

4. Legitimate interest

The processing is necessary for our legitimate interests. This condition does not apply if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

Responsibilities

Our responsibilities

- Analysing and documenting the type of personal data we hold
- Checking procedures to ensure they cover all the rights of the individual
- Identify the lawful basis for processing data
- Ensuring consent procedures are lawful
- Implementing and reviewing procedures to detect, report and investigate personal data breaches
- Store data in safe and secure ways
- Assess the risk that could be posed to individual rights and freedoms should data be compromised

Your responsibilities

- Fully understand your data protection obligations
- Check that any data processing activities you are dealing with comply with our policy and are justified
- Do not use data in any unlawful way
- Do not store data incorrectly, be careless with it or otherwise cause us to breach data protection laws and our policies through your actions
- Comply with this policy at all times
- Raise any concerns, notify any breaches or errors, and report anything suspicious or contradictory to this policy without delay

Rights of individuals

Individuals have rights to their data which we must respect and comply with to the best of our ability. We must ensure individuals can exercise their rights in the following ways:

1. Right to be informed

Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

2. Right of access

Enabling individuals to access their personal data and supplementary information
Allowing individuals to be aware of and verify the lawfulness of the processing activities

3. Right to rectification

We must rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete. If you believe that information is inaccurate you should inform the Club.

4. Right to erasure

We must delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

Reporting breaches

Any breach of this policy or of data protection laws must be reported as soon as practically possible. This means as soon as you have become aware of a breach. Newcastle University Sailing and Yachting Club has a legal obligation to report any data breaches.

All members have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures

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