



# Data Privacy Notice

## Northampton & District Model Boat Club

The Northampton & District Model Boat Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

### What we need from you

When you register as a member of the Northampton & District Model Boat Club **or** renew your membership (including if you are registering or renewing on behalf of a young person aged 18 or under), we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Date of birth – required for members joining under 18 years of age
- Safety and emergency details – e.g. emergency contact, First Aid certificate

If you do not provide us with all of the personal information that we need this may affect our ability to offer you all our membership services and benefits.

### Why we need your personal information

#### Contractual purposes

We need to collect our members' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Give insurance cover as provided through the Model Power Boat Association
- Organise club activities and manage their risk and safety in relation to the type of environment attended.
- Register your membership with the hobbies governing body, this being the Model Power Boat Association

#### Legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activities of the club, opportunities to get involved in club meets, modelling advice, general meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotional and educational purposes.
- Individual members photos (passport style) can be used when required to produce ID cards and badges.
- Respond to and investigate any issues that your membership raises with regards to the Rules & Constitution of the Club.

#### Legal obligations

We are under a legal obligation to process personal information relating to our members for the purposes of complying with:

- General Data Protection Regulations 2018

### Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

## Who we share your personal information with

When your personal data is registered with the Northampton & District Model Boat Club, then the Northampton & District Model Boat Club becomes a controller of that data.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include, but are not limited to, the Health & Safety Executive, and the Police.

## Third party suppliers with access to members' personal data

The Northampton & District Model Boat Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information that is strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes. Third party data recipients include:-

- Model Power Boat Association who are the hobbies governing body and provide insurance
- Hiscox Underwriting Ltd who will ultimately deal with any insurance claims.
- Barclays Bank PLC who process payment transactions securely on our behalf.
- Event organisers who receive details of Club participants.

## How we protect your personal information

Your personal information is accessed primarily by the Club Secretary and Club Treasurer. It can also be accessed by other Club members where permission has been given. It is stored by the Club in a purpose built database which is password protected. Personal data that is distributed electronically is sent in files that are either password protected or by encryption.

## How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, We will review and delete your personal information where you have not renewed your membership with us, after 3 years. The exception being where a member has been expelled from the Club or that member has been reported to the Police and an incident number allocated.

## You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information.

**There is nothing in the GDPR which prevents data from being used purely for the administration of the Club and your membership thereof, e.g. sending notification of meetings or a membership renew falling due.**

Any data concerns or requests must be made in writing to the Club secretary.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)