

Combined Comet Class Association - Data Protection Policy

About This Policy

1. This policy explains when and why we collect personal information about our members. It also explains how we use it and how we keep it secure and your rights in relation to it.
 - A. We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
 - B. We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website www.cometcombinedclasses.co.uk for any amendments (but amendments will not be made retrospectively).
 - C. 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.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
2. **Who Are We?**
 - A. We are the Comet Combined Classes Association (CCCA). We can be contacted via the contacts page on our website.
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 CCCA.	To enable contact with the member.
Boat name, type hull colour and sail number.	Managing the fleet records of the Trio, Duo, Zero, and Versa classes of dinghy that are the combined classes of the CCCA.	To provide information regarding the fleet for the purposes of our legitimate interests in operating the CCCA. To enable correspondence with boat owners of the relevant class. For the purposes of our legitimate interests in

		holding activities (e.g. open events and championships) for the benefit of members of the CCCA. For the purposes of our legitimate interests in promoting the CCCA.
Photos and videos of members and their boats.	Inclusion on the CCCA's, website, social media pages and using in promotional materials, e.g. posters.	Consent. We will seek the member's consent at membership application and each membership renewal. The member may withdraw their consent at any time, i.e. between renewals, by contacting us by e-mail (see section 2 above).

4. **How We Protect Your Personal Data**

- A. We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- B. We will not transfer your personal data outside the European Economic Area (EEA) without your consent.
- C. 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?**

- A. 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 required to do so by law or as set out in the table above.

6. **How Long Do We Keep Your Information?**

- A. We will hold your personal data on our systems for as long as you are a member of the CCCA and for as long afterwards 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 financial requirements and defence of legal claims.

7. **Your Rights**

- A. You have rights under the GDPR:

- i. (a) to access your personal data;
 - ii. (b) to be provided with information about how your personal data is processed;
 - iii. (c) to have your personal data corrected;
 - iv. (d) to have your personal data erased in certain circumstances;
 - v. (e) to object to or restrict how your personal data is processed;
 - vi. (f) to have your personal data transferred to yourself or to another organisation in certain circumstances.
- B. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

8. **Complaints**

- A. 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](https://ico.org.uk/concerns/03031231113). 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 the club Commodore, contact details on our contacts page.