



## **STATEMENT OF DATA PROTECTION POLICY**

Heronfield, Knowle Solihull, West Midlands B93 0EB

Effective 1<sup>st</sup> January 2019

### About Us

The Black Buoy Cruising Club (BBCC), a not-for-profit private organisation, is owned and run by its members and managed by a committee.

### Lawful Process

In order to operate as a canal boating club, to provide services and information to members, BBCC collects, holds and uses personal data on its members and their boats.

Members are required, as part of their membership agreement, to acknowledge this data policy, to supply requested data and to indicate their data-use preferences.

This policy is incorporated within the Club Handbook and thereby within the Club Rules. Members continuing to use the facilities of the club are deemed to have agreed with the club's Data Protection policy as may be amended from time to time.

Members may request to see all of their personal data which is held by the club and may make amendments, including to their data-use preferences, at any time, on application to the Club Secretary. See Checking and Amending Data.

### Use of Data

The membership data that we collect is used to enable the club to fulfil its purpose as set out in the Club Rules and, in particular, to:

- Communicate with members to process membership, mooring, licence application and other waterways information appropriate to members cruising the waterways.
- Ensure the safety of the site and in case of emergency
- Promote social contact and activities held for the benefit of club members and other interested parties (e.g. other boat clubs).

### Security of Data

Personal data is held securely and is not shared with third parties, other than as may be necessary for payment of subscriptions or other fees to CART, for the purposes set out in 'Sharing Data With Other Members' and for purposes as may be required by law.

Hard copies of current and archived personal data may be held by authorised persons on condition that they are kept in a secure location when not in use and are not made available to any unauthorised person

### Sharing Data with Other Members

To fulfil the purpose of the club and subject to a member's data use preferences, our policy is that current membership and boat lists containing names, contact details and photographs and other appropriate data shall be made available to all current members.

The club publishes a regular magazine, Buoy's Own. The club may publish casual photographs of club members, their guests and other invited visitors who attend club events. Past copies and elements of Buoy's Own may be archived and re-published.

The club maintains an internet website. This provides useful information to members including future events & activities, and reports of past events & activities. The website holds no personal data on the general membership but the club may publish on this site the names and contact details for members of the Committee and for other officers of the club. Similarly to the Buoy's Own, the club may publish illustrative photographs and caption names of past and present members taking part in club activities. Past versions and elements of this website may be archived and re-published.

The club operates a Yahoo Group internet forum which is moderated by officers appointed by the club. Access to the forum and, thereby, to any personal data which may be posted by individual members or by the Club is restricted to current club members. Data posted or stored on the Yahoo web site by the Club shall be compliant with the members' data use preferences and operates in conjunction with and is dependent on Yahoo's own data protection policy. Moderators may act to remove personal data from the Yahoo Group site which appears to breach the club's data policy, for example, to take into account a member's personal data use preferences.

#### Data Use Preferences:

The club shall identify which of their data requirements are mandatory and which are optional and shall indicate which data might be shared with other members and which will be used by the committee for internal management purposes only and will not be shared with other members.

Members, where permitted, may express their preferences for certain personal data to be not collected or collected but not shared with other members.

#### Deletion of Personal Data

Should members leave the Club and not re-join within 12 months, all of their personal data which has not already been published or circulated to the membership, for example, via Buoy's Own, via Membership and Boat Registers or via the Yahoo Group, shall be stripped of contact details and other sensitive personal information and may be archived for internal statistical and reference purposes or deleted.

#### Checking and Amending Data

Members may ask to see all of their personal data which is held by the club and may make amendments, including to their data-use preferences, at any time, on application to the Club Secretary. There is no charge for this service if conducted via email. For postal enquiries please provide a stamped self-addressed envelope.

#### Your Responsibilities as a Member:

##### Your Data:

You must ensure that the Club is informed promptly of any changes to your details.

##### Other Member's Data:

You are prohibited from using or sharing another member's personal data for any purpose whatsoever outside of the Club.