



# Baltic Wharf Sailing Club

Sailing in Bristol harbour

## Privacy Statement

<b>Version 3</b>	<b>Date</b>
Named Privacy Statement	
Review Date	
Signed	

## **1. Aims**

Baltic Wharf Sailing Club is committed to protecting your privacy and your rights to control your personal data. Our principles are simple; we believe in building trust through transparency. This Privacy Statement explains what personal information we may collect from you when you become a member or attend our events; how you can control that information and how we may use it.

We review this policy each year, so please check this page for any updates. The policy was last updated January 2024.

## **2. Who are we?**

We are Baltic Wharf Sailing Club, based in Bristol City Floating Harbour, near the Cottage Inn.

## **3. When do we collect your personal information?**

We collect your personal information at different times, as you;

- apply to or become a member
- email and receive updates about club activities'
- participate in any events
- attend training or coaching at the club

## **4. What type of information do we collect?**

Information we ask for includes:

- your name, address, e-mail address and phone number in order to contact you.
- contact details of your next of kin and/or emergency contact
- details of your participation and performance in events and competitions
- details of the relevant boating experience you have (e.g. RYA dinghy sailing Level, RYA Powerboat level 2 or equivalent, RYA VHF Licence)

## **5. Information which may be provided on your behalf;**

- you are a minor and your parent or legal guardian provides your information

## **6. Why do we collect this information?**

- to administer your membership and fees with us
- to keep you up to date with information about Club activities / News
- to ensure the safety of those going afloat within the harbour

## **7. When do we share your information?**

We share your information with:

- the Royal Yachting Association, after it has been anonymised
- Bristol City Council Harbour Mastery who govern recreational activities within the floating harbour
- Emergency services in the event of an accident.
- law enforcement agencies in order to comply with our legal obligations
- when you ask us to provide a reference

## **8. We will only disclose as much information as is required.**

## **9. We publish your racing results on our website.**

Information held by BWSC is confidential. Email addresses published on the “Members” part of the BWSC website are for official BWSC communications via the club secretary / committee. The information may be used by club individuals with prior consent of other members for individual private communications. Blanket emails to all members are an infringement of members’ privacy under this policy.

## **10. How long do we keep your information?**

- When you leave the Club, we keep your membership information for 5 years to meet our abandoned boat policy.
- As the Club “DOES NOT” hold any financial information, it has no obligations to keep members details on record for the standard 7 years as with financial record keeping.

Where no legal requirement exists, we will erase or anonymise your personal information at your request.

## **11. Where do we store your personal information?**

Your information is stored securely by the BWSC Secretary. Emergency contact phone numbers are held within the BWSC Club Room which has restricted locked access to members only

## **12. Your rights**

You have the following rights in relation to the personal information we hold:

- to access your personal information
- to be provided with information about how the information is processed
- to have your personal information corrected
- to have your personal information erased
- to object to or restrict how your personal information is processed
- to have your personal information transferred to you
- to complain if a member infringes upon your privacy under the BWSC Code of Conduct.

Please contact us if you have any concern about how we process your personal information.

Committee contact details:

Email: [balticwharfsailingclubinfo@gmail.com](mailto:balticwharfsailingclubinfo@gmail.com) (or whatever email address is appropriate)

Or BWSC Commodore or Secretary