

BRITISH DRAGON ASSOCIATION DATA PRIVACY POLICY

The British Dragon Association (the BDA)

- *has an online membership directory which is accessible by members only*
- *does not use any of the personal data it collects for marketing purposes (except to update members about British Dragon Association 'BDA' events and news)*

The only personal data collected by the BDA is:

- *each member's name, address, phone numbers, e-mail addresses, fleet membership or affiliated membership*
- *the bank account or credit card details for each member (or person paying fees on the member's behalf)*
- *each member's boat name and sail number*

The Policy addresses the purposes for which the personal data is collected:

- *managing each member's membership*
- *managing race entries and race results*
- *sharing race results with the RYA / clubs / class associations / publishing them in newspapers or in other media*
- *reporting diversity data to the RYA*
- *creating and managing an online membership directory*
- *posting photos of BDA events, members and their boats to the BDA's website and social media pages*

This Policy only addresses member information.

The Policy does not address information collected via the BDA's website (or any information about cookies used on the BDA's website).

The BDA Data Privacy Policy is used in conjunction with a privacy / processing statement at the time that data is collected.

1. **About this Policy**

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.2 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.britishdragons.org regularly for any amendments (but amendments will not be made retrospectively).
- 1.3 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.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. **Who are we?**

- 2.1 We are British Dragon Association We can be contacted at info@britishdragons.org

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 Member's membership of the BDA.	Performing the BDA's contract with the Member. For the purposes of our legitimate interests in operating the BDA.
World Sailing (ISAF) category	Managing the Member's membership of the BDA	Performing the BDA's contract with the Member.
Date of birth / age related information	Managing membership categories which are age related. Reporting information to the RYA.	Performing the BDA's contract with the Member. For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.

Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities.
The Member's name, boat name and sail number	<p>Managing race entries and race results.</p> <p>Sharing race results with clubs, class associations, and the RYA, and providing race results to local and national media.</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of members of the BDA.</p> <p>For the purposes of our legitimate interests in promoting the BDA</p>
Photos and videos of members and their boats	Putting on the BDA's website and social media pages and using in press releases and news articles.	Consent. We will seek the Member's consent by appropriate form the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Creating and managing the BDAs online Membership Directory.	<p>Consent. We will seek the Member's consent by appropriate form.</p> <p>The Member may withdraw its consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.</p>
Bank account details of the member or other person making payment to the BDA	Managing the Member's' of the BDA, the provision of services and events.	Performing the BDA's contract with the Member.

Member's name and e-mail address	Passing to the RYA for the RYA to conduct surveys of members of the BDA. The surveys are for the benefit of the BDA and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the BDA and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating
----------------------------------	--	--

4. **How the BDA will protect your personal data**

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system or by bank transfer or direct debit.
- 4.5 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?**

- 5.1 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 or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the BDA 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 tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 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.

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 info@britishdragons.org