



# National Yacht Club

## Privacy Policy

### 1 About this Policy

- 1.1 This is the Privacy Policy (“Policy”) of the National Yacht Club (“the Club”) which gives you information regarding our use of your Personal Data.
- 1.2 This Policy explains what information we collect about you and why; how we use that information and the rights that you have in relation to your personal information
- 1.3 This Policy covers all personal data created, inputted, submitted, posted, transmitted, stored or displayed by you or is processed through the use of National Yacht Club provided Services, including: <https://www.nyc.ie>; (the “Website”) as well as through the use of our Clubhouse and associated services. For the purposes of this Policy, our “Services” refer to any services provided by the National Yacht Club including, catering and sailing events together with all ancillary services.
- 1.4 We may collect, use and store your personal data, as described in this Policy and as described when we collect data from you.
- 1.5 We reserve the right to amend this Policy from time to time without prior notice. You are advised to check our website [www.nyc.ie](http://www.nyc.ie) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.6 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 Data Protection Commissioner <https://www.dataprotection.ie/docs/GDPR/1623.htm>.
- 1.7 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 The National Yacht Club is a private members Club with an address at National Yacht Club, East Pier, Dun Laoghaire, Co. Dublin. Email:- [reception@nyc.ie](mailto:reception@nyc.ie), Telephone No: 01- 280 5725

### 3 What information do we collect and why?

**We may collect and process the following data about Members, non-members and guests:**

- 3.1.1 Contact and identification details – When you apply to be a member; join the Club; make an inquiry to the Club; enter an event or sign in as a guest at the Club we may record your name, contact details (both postal and email addresses) telephone number(s), contact preferences, sailing experience, age, gender, marital status. This allows us to manage your membership or to contact you about changes to the Club or to let you know about upcoming events if you have indicated you wish to be contacted in this manner. These details enable us manage your membership category and to ensure that the Club has adequate facilities for all members such as changing rooms and toilets and to ensure gender diversity.
- 3.1.2 Device details – If you avail of our wireless network we may record your name, email address, your device's IP address when you log on to our wireless network. This allows us to monitor internet usage within the Club so that it can be optimized for members use.
- 3.1.3 Payment details – We record your payment details either when you electronically pay for goods and services in our Club by card or when you elect to pay your subscription by direct debit. We require this information to collect debts and process payments.
- 3.1.4 Membership Card – We will record details of how you use of your membership card. We use this information to manage your account and to monitor access to the Club.
- 3.1.5 CCTV - We may capture your image on CCTV when you visit the Club. We use CCTV to prevent and detect crime in the Club.
- 3.1.6 Website - If you use our website we record information about the URL you came from, your device's IP address, your browser type and information about where your device is located. We use this information to improve our website experience.
- 3.1.7 Events – if you enter an event we will record all information about your boat and crew members including name, address, telephone number, email address, age, weight, gender or call sign. We use this information to improve events by providing us with feedback as to the categories of entrants and to ensure that boats at an event can maintain contact with each other for matters of emergency.
- 3.1.8 Boat Details – we may record your name, boat details and sail number to assist in managing race entries and race results in order to share race results with other Clubs, class associations, and Irish Sailing, and providing race results to local and national media or for allocating moorings and compound spaces.
- 3.1.9 Your children – where you apply for training, membership or entry to an event on behalf of your child, we will record all personal information supplied including name, address, telephone number, age, gender, and health information such as allergy information, special needs and next of kin. Where your children attend Club events and training we will endeavor to keep a record of their attendance. This information is used to safeguard your children's safety by allowing us to ensure we can meet our health and safety obligations. Where your child attends a training course with the Club we will retain details of their performance and may submit this information to Irish Sailing in order to allow your child progress through the Irish Sailing training schemes.
- 3.1.10 Correspondence – if you submit an inquiry or post a comment on our website we will keep a record of that correspondence for feedback.
- 3.1.11 Incidents – if you report an incident to the Club or if you or your child or guest are involved in an incident with the Club we will record details of the incident.

## **3.2 Third Parties**

- 3.2.1 The National Yacht Club may share your information with third parties in order to administer your membership, however, under no circumstances will we sell your information to any third parties.
- 3.2.2 We may give information about you to the following third parties, who may use it for the same purposes as us and also as set out below:
- 3.2.3 We share data with our agents, contractors, software providers and employees to administer your membership and your account.
- 3.2.4 We share your card and bank details with our secure payment providers to process card transactions and direct debit payments.
- 3.2.5 We may pass your personal data to other 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. However, we disclose only the personal data that is necessary for the third party to deliver the service and we will have a contract in place that requires them to meet at least the same standards as those contained in this Policy and to keep your information secure and not to use it for their own or other purposes purposes.
- 3.2.6 We may submit your personal details to other third parties in order to comply with our obligations under health and safety legislation i.e. insurers or the gardai.

## **3.3 Club's Legal Obligations**

- 3.3.1 The National Yacht Club stores and publishes member personal data to comply with a number of legislative requirements including the Registration of Clubs Acts, 1904 to 1999, Licensing Acts, 1833 to 2000 and subsequent amending acts and regulations.
- 3.3.2 The required data processing includes recording and issuing lists of members as part of Club registration requirements and licensing laws, publishing the names of persons proposed as members and the names of members nominating those proposed members, publishing the names of members of the Club in a conspicuous place in the Club, recording members details and that of their visitors on each occasion a member brings visitors into the Club.

## **4 How we protect your personal data**

- 4.1 We will not transfer your personal data outside the EU without your consent. Information collected through our online forms is stored on EU servers.
- 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. We currently use Paypal and Stripe
- 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 How long do we keep your information?**

- 5.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations.
- 5.2 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.
- 5.3 We securely destroy all personal financial information once we have used it and no longer need it.

## **6 UPDATING YOUR MARKETING PREFERENCES**

- 6.1 We may use your personal information to provide you with marketing information about the Club.
- 6.2 You can opt out of receiving communications from the Club at any time by contacting us at the contact details on our noted above.

## **7 YOUR RIGHTS**

- 7.1 You have the right to make an access request for a copy of the personal data that we keep about you or to correct the details that we hold about you. We will respond within one month.
- 7.2 If you would like to know what personal information we hold about you, or would like us to correct the details we hold about you, you should write to the address above or email [reception@nyc.ie](mailto:reception@nyc.ie). Any request to correct the personal details we hold about you will require proof of identity. We will respond to you within one month of your request or, where we have asked for further information to identify you, within one month of receiving such information.
- 7.3 You have the right to receive the information in electronic format.
- 7.4 You have the right to ask us to erase your personal data under certain circumstances.
- 7.5 You have the right to ask us to stop or restrict processing your personal data with the exception of payment processing for the purposes of collecting your membership fees.  
You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner:  
Office of the Data Protection Commissioner  
Canal House, Station Road,  
Portarlinton,  
Co. Laois,  
R32 AP23, Ireland.  
Phone +353 (0761) 104 800  
LoCall 1890 25 22 31  
Fax +353 57 868 4757  
email [info@dataprotection.ie](mailto:info@dataprotection.ie)
- 7.6 For more details, please address any questions, comments and requests regarding our data processing practices to our Club manager Email: [manager@nyc.ie](mailto:manager@nyc.ie)

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Peter Sherry

Hon Secretary

December 2<sup>nd</sup> 2019