

# TEIGN CORINTHIAN YACHT CLUB



Data privacy, data security and GDPR  
(General Data Protection Regulation (EU) 2016/679, Article 6).

## Responsibility for members' data

The Honorary Secretary is responsible for protecting the personal data held by the club by ensuring the club has a suitably robust information governance function, supported by appropriate policies and processes.

TCYC takes the security of our member's personal data very seriously; we require all officers, volunteers and employees to treat personal data with strict confidentiality and ensure a secure environment for information held both manually and electronically.

TCYC will hold personal data no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as described by GDPR in order to safeguard the rights and freedoms of individuals; or if it is necessary in order to comply with a legal obligation.

## The data we process

TCYC processes some personal data about members but we limit this to that which is needed to meet our membership contract with you. We hold name, address, email and phone information. We may also hold information relating to your sailing interests and, if you store a boat at Coombe Cellars, we will hold information about that. None of this is "sensitive personal data".

We only process your data for club purposes, and it can only be accessed by club officers and authorised staff. We do not share your information with any third parties, nor do we use it to market any third-party products or services.

Under the terms of the GDPR there are six reasons or bases for legally processing information. One of these is where it is "necessary for the performance of the contract with the data subject". That is the basis on which we process all our membership data. The only emails you receive from us are about club matters, which are part of our fulfilment of our membership contract with you.

## Your rights under GDPR

The General Data Protection Regulation gives you the following rights regarding the processing of your personal data:

- **Right to be informed** about how your data is processed and why in a concise, transparent, intelligible and easily accessible way. *Note: members' data is stored online in the MemberMojo system. Every member has access to their own data. The only other people with access are club officers and authorised staff.*
- **Right to access your personal data** and verify the lawfulness of the processing. *Note: you can access your own data through MemberMojo.*
- **Right to rectification** if the personal information we hold about you is inaccurate or incomplete. *Note: you can do this yourself through MemberMojo and we encourage you to check your data at least annually.*

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- **Right to erasure** or removal of your personal data where there is no compelling / legal / financial reason for its continued processing. *Note: erasing your personal data would mean that we could no longer administer your membership; your membership would lapse without refund.*
- **Right to restrict processing**, to 'block' or suppress processing of your personal data. *Note: this would have the same impact on membership as Deletion (item above)*
- **Right to data portability** allows you to receive your personal data we hold in a structured, commonly used and machine-readable format, and to transmit those data to another data controller. *Note: this is of little relevance; if you move to another club you will complete their membership form.*
- **Right to object** to processing your data based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing or processing for purposes of scientific/historical research and statistics. *Note: we only use your data for club purposes but these other data uses are included in the legislation so you need to be aware of them, even though they have no current relevance.*
- **Rights related to automated decision making.** *Note: this is not relevant as TCYC does not employ automated decision-making processes.*

### Financial data

If you pay your subs online you will do so through the payment processor PayPal; no record of the transaction, other than the date and amount of the successful payment, is seen or kept by TCYC. We neither see nor hold any credit card details.

If you pay by some other method, such as bank transfer or cheque, we will have a record of whatever information you have provided in making the payment. Usually this is name, date and amount. In rare cases you may provide us with bank details, which will be held securely and destroyed once no longer required.

### Queries and contact details

If you have any queries about any of this or wish to exercise any of your rights under GDPR please contact the Honorary Secretary:

**By email:** [hon.secretary@tcyc.org.uk](mailto:hon.secretary@tcyc.org.uk)

#### In writing:

Teign Corinthian Yacht Club  
Eastcliff Walk  
Teignmouth  
Devon  
TQ14 8SH