

Association of Old Worcesters



Data protection policy

1. AOW data protection Policy.

- 1.1 For the purposes of this document, the Terms “Association” “Association of Old Worcesters” or “AOW” includes the Old Worcesters Yacht Club (OWYC)..
- 1.2 This policy explains when and why AOW collects personal information about its members, how it uses it and how it is kept secure and your rights in relation to it.
- 1.3 AOW will collect, use and store your personal data as described in this Data Processing Policy and as described when data is collected from you.
- 1.4 AOW reserves the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the AOW website at www.hms-worcester.org.uk regularly for any amendments. Amendments will never be made retrospectively.
- 1.5 AOW will always comply fully with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details of the GDPR can be found [here](#). For the purposes of the GDPR AOW will be the “controller” of all personal data held on you.
- 1.6 AOW will not hold any data termed as “Special Category Data” (previously known as “sensitive data”) under the terms of the Regulations.

2. Protection of personal data.

- 2.1 AOW will not transfer your personal data to any third party without your consent.

- 2.2 AOW has implemented generally accepted standards of technology and operational security in order to protect your personal data from loss, misuse, or unauthorised alteration or destruction. Members will be notified promptly in the event of any breach of your personal data which might expose you to serious risk.
- 2.3 Members should note that any information transmitted to AOW over the internet can never be guaranteed to be 100% secure.

3. Retention of information.

- 3.1 AOW will retain your personal data on its 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.
- 3.2 Your data will be reviewed annually to establish whether AOW is still entitled to process it. If it is established that such entitlement no longer exists, your data will no longer be processed except that your personal data will be retained in an archive form in order to be able to comply with any future legal obligations.
- 3.3 Archived information will be retained in perpetuity as it forms part of the definitive Historical Record of the Thames Nautical Training College, HMS Worcester. As such, archived material may be made available to third parties where the Association considers the recipient has a valid reason for requesting it.
- 3.4 Information released by the Association under the terms of Para 3.3 above will not include any information relevant to living members of the Association without their express written permission.

4. Information held and why it is held.

Type of Information	Purposes	Legal basis for processing
Members name, address, Title, Honours and awards, telephone & Mobile number, email address(es), spouse/partners name.	Managing the Member's membership of the Association	Performing the Associations contact with the member for the purpose of AOW legitimate interests in operating the Association.

<p>Members name, address, Title, Honours and awards, telephone & Mobile number, email address(es), spouse/partners name. Year of starting/Leaving HMS Worcester.</p>	<p>Creating and Managing the Associations membership directory.</p>	<p>Consent. AOW will seek member's consent on their membership application form and on every subsequent membership renewal form. Members may withdraw their consent at any time by contacting the Data Protection Officer by email or letter to indicate that they no longer wish their details to appear on the membership directory.</p>
<p>Photos and videos of members.</p>	<p>Putting on the Associations website and social media pages and using in press releases.</p>	<p>Consent. AOW will seek member's consent on their membership application form and on every subsequent membership renewal form. Members may withdraw their consent at any time by contacting the Data Protection Officer by email or letter.</p>
<p>Members name, address, Title, Honours and awards, telephone & Mobile number, email address(es), spouse/partners name. Year of joining/Leaving HMS Worcester. Date of Birth/Death, Full details as included in the "Worcester Register"</p>	<p>To maintain the official Historical Record of the College.</p>	<p>As the official record of the college may be accessed by third parties with a legitimate reason for accessing the information held. Information on "Live" members will not be released without prior consent obtained on a case by case basis..</p>

<p>Members name, address, Title, telephone & Mobile number, email address(es), spouse/partners name. Boat Name and Registration details (Including issue/expiration dates) Permit number (allocated by RYA) Permit issue date.</p>	<p>Managing the members membership of the Old Worcesters Yacht Club (Where applicable)</p>	<p>Performing the Associations contact with the member for the purpose of OWYC legitimate interests in operating the Yacht Club.</p>
<p>Members name, address, Title Boat Name and Registration details (Including issue/expiration dates) Permit number (allocated by RYA) Permit issue date.</p>	<p>Managing the members membership of the Old Worcesters Yacht Club (Where applicable)</p>	<p>Keeping the requisite records as required by the RYA for all affiliated Yacht Clubs.</p>

5. Your rights.

5.1 You have rights under the terms of the GDPR:

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

5.2 You have the right to take any complaints about how your data is processed to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

5.3 For more details, address any questions, comments and requests regarding AOW's data processing practices to the Data Protection Officer.