



## South West Yacht Time Correction System (YTC )

### PRIVACY POLICY

#### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our entrants and those who require a YTC number, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website [www.swytc.org.uk](http://www.swytc.org.uk) regularly for any amendments, (but amendments will not be made retrospectively).
- 1.4 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](http://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 the South West Yacht Time Correction System and can be contacted by email: [admin@swytc.org.uk](mailto:admin@swytc.org.uk) or phone 01326 373497

#### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Club Representative's name, telephone numbers, e-mail address(es).	Managing the club's membership of the System.	Performing the system's contract with the Club. For the purposes of our legitimate interests in operating the System.
Competitor's boat details including type, sail number and boat name	Managing the race entries and YTC numbers.  Sharing YTC numbers with other clubs, class associations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in holding races for the benefit of entrants.  For the purposes of our legitimate interests in promoting the System  For the purposes of our legitimate interests in operating the System

Name of helm, telephone numbers, e-mail address, emergency contact name, phone number and boat details of Race Competitors. Boat details include boat type, sail number, boat name and YTC number. (Stored electronically)	Managing the race entries and race results.  Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media.	For the purposes of our legitimate interests in holding races for the benefit of members of the Association and competitors.  For the purposes of our legitimate interests in promoting the Association.
Photos and videos of race entrants and their boats	Putting on the Sytem's website and social media pages and using in press releases.	We will seek consent on each race entry form. Withdrawal of consent can be made at any time by contacting us by e-mail or letter.
Committee, Race Officer and Volunteer's name, email and phone number	Details are circulated by Hon Sec to help manage the Sytem and racing.	For the purposes of our legitimate interests in ensuring Officers can be contacted.
Sponsor Names, contact, address, email, and phone number. Donation and donation received details.	Putting on the Sytem's website, and social media pages and used in press releases.	For the purposes of our legitimate interests in promoting the System.  We will seek consent via correspondence. Withdrawal of consent can be made at any time by contacting us by e-mail or letter.

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

- 4.1 We will not transfer your personal data outside the UK.
- 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.
- 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 a Club or take part in our racing 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 our Honorary Secretary.