



# SSOA GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY

## 1. Introduction

The Sadler and Starlight Association (SSOA) is required to be compliant with the General Data Protection Regulations (GDPR)<sup>1&2</sup>. This policy explains what personal information SSOA stores, how it uses that information and what Members' rights are.

The SSOA will nominate a Data Protection Officer (DPO) –

[chairman@sadlerandstarlight.co.uk](mailto:chairman@sadlerandstarlight.co.uk)

The SSOA GDPR Policy is published on the SSOA Website

## 2. Membership Information – General

The SSOA stores and uses Members' Personal Data (See Para 3) and Boat Data (See Para 4) solely for the purposes of the administration of:

- a. Management of the SSOA Membership (e.g. renewals, delivery of information from the Committee, newsletters)
- b. Organising events (e.g. Rallies and Meetings)

Members' personal details will not be shared with any other third parties

Existing members or new members of the SSOA who pay their annual subscription confirm their agreement that the Association can:

- a. Store their Personal and Boat Data
- and
- b. Publish a subset of Personal Data in the Annual Yearbook and in a password protected area (the members area) of the website in the form of a searchable directory and as a PDF version of the yearbook. The searchable directory will be updated throughout the year as new members join the association.

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<sup>1</sup> GDPR replaces the Data Protection Act 1998

<sup>2</sup> GDPR came into effect on 25 May 2018

A Member has the right to withdraw their consent to the storage of Personal Detail at any time by specifying that they wish to withhold either their contact details or all of their details by ticking the relevant privacy box in their personal profile on the website (but note the withdrawal of consent will not include redaction from the latest published Yearbook for which permission was previously given (see Para 5).

### **3. Membership Database**

The SSOA stores Personal Data in a Membership Database.

The Membership Database is password protected.

The Membership Database is available to all current members of the SSOA who will have password access.

Paper copies of Personal Data will be kept securely (under lock and key).

### **4. Financial Data**

Members Financial Data is not required to be provided for Membership Renewal but members have the option to set up a Go-cardless mandate to facilitate payment of subscriptions and purchases. If they do so the associated data is only available to the Chairman, Treasurer and Membership Secretary. It is used solely for the administration of the SSOA for the purposes of reimbursing Members for expenditure on behalf of the SSOA.

### **5. Personal Data – Definition and Use**

Personal Data is an individual Members personal data that is subject to GDPR and includes some Personal Data (see Table below) which will be published in the Annual Yearbook for the purpose of allowing Members of the Association to be able to contact other Members.

<b>Personal Data Held By SSOA</b>	<b>Subset of Personal Data Published in Yearbook</b>
Name(s) of Member	Name(s) of Member
Address	
Telephone Contact Number	Telephone Contact Number
E Mail Address	E Mail Address
SSOA Branch/Area	SSOA Branch/Area
Boat Berth/Mooring Location	Boat Berth/Mooring Location
Consent to GDPR	
Type of Membership (Honorary/Member)	
Year of Joining SSOA	
Paid for Current Membership Year	
Date Membership Paid	
Method of Payment	

#### 6. Boat Data (not subject to GDPR)

<b>Boat Data Held By SSOA (as provided by the Member)</b>	<b>Subset of Boat Data Published in Yearbook</b>
Boat Name	Boat Name
MMSI	
Boat Type	Boat Type
Hull Number	
Sail Number	Sail Number
Year Built	
Hull Colour	
Keel Type	
Date Acquired	
Previous Owner (Name only)	
Previous Boat Name(s)	
Misc. comments relating to the Boat for Archive purposes	

Note: Other Boat Data fields may be added

#### 7. Legacy Data

If a Member does not renew by the end of the renewal period (31<sup>st</sup> March annually), their Personal Details will be kept for up to 6 months and will then be removed from the Membership Database with the exception of their name which, for SSOA archive purposes, will remain linked to the Boat Details.

## 8. Your Rights

A Member has the right to see the information that the SSOA holds on them at any time. A request should be by E Mail to the SSOA DPO. A Member has the right to complain to the Information Commissioner's Office (ICO) if they believe there is a problem with the SSOA's handling of their data. Detail of the ICO are at <https://ico.org.uk/> or available from the SSOA DPO.

### CHANGE HISTORY

Version	Date	Comments
1.1	Apr 2018	Initial issue
1.2	Aug 2018	Removed attachment 1 for publication On website
2.1	Oct 2018	Updated to reflect that paying the Annual Membership fee gives SSOA permission to store personal data plus other linked updates
3.1	July 2024	Updated to reflect member directory available in password protected section of website to all current members and storage of Go-cardless mandates available to Chairman, Treasurer and Membership secretary