

Tops'1 Privacy Policy

This privacy policy sets out how Tops'1 Sailcruise uses and protects any information that you have given to the club. A copy can be found on the club website.

Tops'1 Sailcruise is committed to ensuring that your privacy is protected. Any changes to this policy will be notified to club members.

Information you may have given the Club

- Name, address, telephone number(s), email address
- Sailing qualifications
- If a member has a Family and Friends list, names and relationship of people on the list and ages of any under 18 years old

What we do with the information we gather

- The data is needed for contacting members about club matters and events
- The joining forms you filled in are stored.
- That information is also saved on computer and shared with the directors and will be updated when you change address, phone number or email address.
- Name, telephone number(s) and email address are on the Members' website under 'Contacts' and are given, as a printed list, to joining members.
- Names of shareholders are registered with Companies House
- Emails are kept as required

Security

- We are committed to ensuring that your information is secure. The Membership website is password protected and the database file available to directors is securely stored on the website host's server.
- Tops'1 email mailing lists are closed to outsiders with the exception of admin@topsl.net
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Photos and videos of members

As well as in the Members' area (including Newsletters), videos and photos of members (of all categories) taking part in club events and sailing may be posted on our public website front page and on that page, will not give the names of those in photos. Members with family membership should advise family and friends members of this policy. The Membership and Family forms now have a consent tick box.

The Tops'1 Facebook page has postings from individuals and not the club; it is also open to some non-members who have to be accepted before being allowed to view. Photos posted should follow the above procedures.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties. Data would only be given if required to do so for legal or regulatory purposes.

Members are responsible for checking their contact information on the website and advising admin@topsl.net of any changes. You may request details of personal information which we hold about you and if you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at admin@topsl.net

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). For the purposes of the GDPR, the board will be the "controller" of all personal data we hold about you.

How long do we keep your information?

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. e.g. compliance with tax requirements and shareholding queries. We will also keep data of those who have intimated that they may re-join the club in the future.

Your rights

You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed