



## DATA PROTECTION POLICY

Lancing Sailing Club is subject to the Data Protection Act 1998 (DPA)

For the purpose of the act, LSC is the “Data Controller”

The Membership Secretary is the “Data Processor” on behalf of LSC

LSC considers itself exempt from notification under the DPA as

- LSC is a not-for-profit organisation
- Data subjects are past and present members of the sailing club only
- Data is disclosed about the data subjects without their explicit permission to third parties for the purpose of the operations of the sailing club only

The Membership Secretary will hold membership data in two forms

- Hard copies of membership application and renewal forms will be held by the Data Processor
- Membership data will be held in an electronic database available only to the Data Processor. A backup will be taken at regular intervals and stored in a geographically remote location from the main database. The backup will be protected to prevent unauthorised access.

The Membership Secretary will, from time to time, issue membership lists and associated information to committee members and other club members as required for the purpose of operations of the sailing club.

Data relating to a particular data subject will be held for a maximum of 5 years following the end of the year that they cease being a member of LSC.

Club members may request a copy of all data held by the club pertaining to them. The request must be made in writing to the Membership Secretary. The club reserves the right to charge an administration fee (maximum £10) for this information. Requests pertaining to club members under the age of 12 must be with the written permission of their parents/guardians. The requested information will be supplied within 1 calendar month of the written request being received by the Data Processor.

In the event of a third party request for information, the Membership Secretary, or other club member to whom the request is made, will either

- Pass the request on to the specific data subject concerned
- Seek explicit permission from the data subject to supply the data
- In the event that the above are not practical or appropriate, the Data Processor may, at his own discretion, pass on only as much information as is required when he is satisfied that
  - i. The third party is who they claim to be and
  - ii. The requested information is required solely for the purposes of the operations of the sailing club



Under no circumstances will data be provided to any third parties regarding information about members of the club aged under 18.

The Membership Secretary will provide any or all information concerning club members when required by law.