



Data Protection Policy

Revised May 24th 2018

1. Introduction

- 1.1 Sailing in Dublin Club (hereafter, the “club”) stores data on members consisting of:
- Member profiles, containing contact details, emergency contact details, qualifications, club roles and payment history.
 - Records of sailing sessions booked and previously undertaken
- 1.2 All personal information stored by the club is provided by the members and is required
- For Administration of the club and planning of future needs
 - To coordinate sailing activities
 - To contact members for regular announcements
- 1.3 Contact information on non-members who have booked or partaken in guest sails is stored until the end of the following membership year, for the purposes of guest sail coordination and application of membership discounts.
- 1.4 No sensitive data (within the definition under the GDPR) is stored on club members.

2. Processing of data

- 2.1 All data on club members is stored electronically.
- 2.2 Contact information, qualifications, club roles and session bookings are accessible by all members and are protected by individual members’ website usernames and passwords.
- 2.3 All other member information is accessible by the club committee only.
- 2.2 Membership data is not shared with nor processed by any third parties.

3. Retention, access and right of erasure

3.1 Membership data is retained for the duration of membership and for 12 months thereafter.

3.2 All individuals whose personal data is stored by the club have the right to an export of their data. Requests should be sent to membership@sailingindublin.ie; data will be provided within 7 days.

3.3 Past members and non-members have the right to erasure of personal data at any time by emailing membership@sailingindublin.ie.

3.4 Members have the right to unsubscribe from the club's email distribution list at any time via the group homepage.

4. Data Breaches

4.1 Any member becoming aware of a data breach or suspected data breach should report the breach to chair@sailingindublin.ie at the earliest opportunity.