CCSC Data Protection Policy

1 Responsibility
The Rear Commodore Shore shall be the responsible person within the Club to ensure that the General Data Protection Regulation (GDPR) is adhered to. He/she shall call upon person/s in the club and externally to advise on and enact the policy.
He/she is responsible for granting access to all or part of the data

2 Need for Notification.
The club collects address, telephone number and email address data from members only for the running of the club. It also collects data about member's age, and experience and relevant qualifications only for the purpose of determining class of membership and for the safe allocation of duties.

Access to portions of that data is granted according to the individual needs of officers and appointees of the club in pursuance of club activities.

Members are asked whether their contact data can be available to other members every year.
All data is deleted upon a member leaving the club.

The Club does not collect personal data from members or visitors which might be deemed to be of a sensitive nature.

These conditions do not require the club to register with the ICO

3 Audit and Review Forms and Website

The following data files are collected

File name	Data recorded
Membership	Name, all contact data, age
Dutyman	Name and age
Race records	Name
Race records on remote server	Name
Club website	Name and telephone number
Accounts	Name and bank details
Access fob readers	Name and time of use. This includes affiliate club members

Application for Membership forms refer to the act in relation to name, address, telephone numbers and email addresses. No other personal data is collected.

Entry forms for events shall make reference to the Regulation stating that non-member information will be deleted after the event.

Member's telephone numbers are listed on the website only with member's agreement and only within a member's pass worded area.

4. Security

Membership information is hosted by a secure server off-site

5 Train users

Those working with the collected data must be made aware of the requirements of the Regulation.

There are three areas of responsibility with regard to holding data

a) Those with their own data files , eg accounts, Dutyman, race results must be trained in the Regulation's requirements particularly where the data can be accessed by others
b) Those holding sections of the membership data must be trained regarding keeping the data secure.
c) Those granting access to data must understand the needs of the applicant and ensure that the act's requirement are understood

5 Ensure Continued Compliance

Ensure that any changes to data collection and storage comply with the Regulation
Ensure that any changes to the Regulation are complied with

6 File Access

	Sysadmin	Boat Park	Membership	Diary	Reports	Accounts	Fob readers	Race records	Dutyman	Own data
Marusa programmer	RW	RW	RW	RW	RW					
Marusa Administrator	RW	RW	RW	RW	RW					
Flag officers		R	R	RW	R		R			
Hon Sailing Secretary				RW	R			RW		
Hon Membership		R	RW	R	R		R			
Boat Park Admin		RW	R	R						
Hon Treasurer		RW	RW	R	R	RW				
Hon Secretary				RW	R					
Social				RW	R					
Grounds				R	R		R			
House Chair				R	R		R			
Duties coordinator				R	R				RW	
Pier and Pontoons				R	R					
Race results				R	R					
Web site admin				R	R					
Members Representatives				R	R					
Club Boats Chair				R	R					
Ladies Sailing				R	R					
Lift Team				R	R					
Moorings team				R	R					
New Members Secretary				R	R					
Newsletter				R	R					
Class Captains				R	R					
Members				R				R	R	RW

R = Read only access
RW = Read and Write access

SG 21/12/12
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