

# The Norfolk & Suffolk Boating Association Privacy Policy

Last updated: June 2018

## 1. Who we are

The Norfolk & Suffolk Boating Association (NSBA) is an association representing private users of pleasure craft in Norfolk & Suffolk.

Please address any questions, comments and requests regarding our data processing practices to our administrator Ms Julia Bower at 43, Pembroke Road, Norwich, NR2 3HD or [julia.bower1@btinternet.com](mailto:julia.bower1@btinternet.com)

## 2. The personal data we collect

The data about you which we collect is generally limited to contact details (name including title, postal address, email address and phone number) provided by you, but may also include:

- your gender and date of birth where provided by you
- your family and spouse/partner details where provided by you
- your relationships to other members where provided by you
- details of your boat ownership where provided by you or a class association
- contact preferences provided by you
- details of correspondence sent to you, or received from you
- information provided by you about your employment and professional activities
- any other information provided by you
- if you are an officer of a NSBA affiliated club or organisation officer, information about you, in that capacity, where provided by you or that club or organisation.

## 3. What we use data for

We may use data for the following purposes:

- Mailings relating to news, events, membership, products and the association's general activities
- For NSBA market research purposes, e.g. sending you surveys
- Data screening and cleansing, to check if we have accurate contact details for you.
- To record consent, e.g. consent to use a photo of you in our marketing.
- Publishing in the "Green Book", our annual handbook of information for Broads boating.

## 4. Legal basis of processing main types of information

Type of information	Purpose used for	Legal basis of processing
Association members' name, address, email, phone number(s)	Managing the members of the association	Purposes of our legitimate interests in operating the association
Association members' name, abbreviated address	Publishing in the Green Book	Purposes of our legitimate interests in operating the association
Members' boat ownership	Publishing in the Green Book	Purposes of our legitimate interests in operating the association
Officers' names and contact details provided by affiliated clubs and organisations or class associations	Publishing in the Green Book	Purposes of our legitimate interests in operating the association
Owners' name of boats in local class list	Publishing in the Green Book	Purposes of our legitimate interests in operating the association
Personal advertisers name, address etc.	Relating to advertising in the Green Book	Performance of Contract
Employee records, including gender, date of birth etc.	Payroll and HR	Legal obligation
General Purposes Committee members' name, address, email, phone number(s)	Managing the operations of the association	Purposes of our legitimate interests in operating the association

## **5. How we protect your personal data**

- 5.1. We will not transfer your personal data outside the EEA (European Economic Area) without your consent.
- 5.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 5.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 5.4. For any payments which we take from you online we will use a recognised online secure payment system.
- 5.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **6. Who else has access to the information you provide us?**

- 6.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 6.2 below.
- 6.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

## **7. How long do we keep your information?**

- 7.1. We will hold your personal data on our systems for as long as you are connected with the association and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 7.2. We securely destroy all financial information once we have used it and no longer need it.

## **8. Your rights**

8.1. 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
- to have your personal data transferred to yourself or to another business in certain circumstances.

8.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

Tel: 0303 123 1113.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF