



## XODCA DATA PRIVACY POLICY

### 1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised the check the XOD website for any amendments.
- 1.4. 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](http://www.ico.gov.uk)). For the purposes of the GDPR, the Class Secretary is the controller of all personal data held about you.

### 2. Who are we?

- 2.1. We are the X One Design Class Association and can be contacted through the XOD Class Secretary on [xodsec@btinternet.com](mailto:xodsec@btinternet.com).

### 3. What information we collect and why.

Type of Information	Purposes	Basis for processing
The Member's name, address(es), telephone numbers, email address(es), the Member's Boat name, Boat number, Division and Yacht Club.	Managing the Member's membership of the XOD Class Association. Managing the records of boats in the Class. Creating the annual Class Handbook.	To comply with the Class Constitution and Objects of the Association. Consent: we will seek existing Member's consent and future Members consent on the Application Form. The member may withdraw their consent at any time by contacting the Class Secretary by email or letter.
Photos and videos of members and their boats.	Putting in the annual Class Handbook, on the Class's website, social media pages and using in press releases.	Consent: we will seek existing Member's consent and future Members consent on the Application Form. The member may withdraw their consent at any time by contacting the Class Secretary by email or letter.

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

- 4.1. We will not transfer your personal data outside the EU without your consent.
- 4.2. We have implemented generally accepted standards of technology and operations security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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

- 5.1. 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 in paragraph 5.2 below.
- 5.2. We may pass your personal data to third parties who are service providers, agents or subcontractors to us for the purposes of completing tasks and 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.

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

- 6.1. We will hold your personal data in our systems for as long as you are a member of the Class and for as long afterwards as is necessary to comply with the Class Constitution. 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 the Class Constitution.

#### **7. Your rights**

- 7.1. You have rights under the GDPR:

- a) to access your personal data,
- b) to be provided with information about how your personal data is processed,
- c) to have your personal data corrected,
- d) to have your personal data erased in certain circumstances,
- e) to object to or restrict how your personal data is processed,
- f) to have your personal data transferred to yourself or to another organisation in certain circumstances.

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

<https://ico.org.uk/concerns/>  
03031231113  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Controller, the XOD Class Secretary, on [xodsec@btinternet.com](mailto:xodsec@btinternet.com)