

SAIL HYSTS – Data Protection Policy

Sail HYSTS is committed to data protection by complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. GDPR protects your personal data, which is information that directly or indirectly identifies you or your personal matters.

1 Sail HYSTS Legitimate Interest in personal data.

The personal data we hold is required to effectively operate the Scheme. We have a Legitimate Interest to hold and process it. We will only hold data we need for this purpose.

2 Information Sail HYSTS holds.

We hold some of your personal data, to enable selected personnel to manage Sail HYSTS operations. This information is derived from:

- A completed Gift Aid form – Name, address, phone numbers and in some cases, the bank details of individuals.
- A Young Person's application – Name, age, limited medical information and contact details of those with parental responsibility.
- Details held on Volunteers – Name, contact details, RYA qualifications, self disclosure and references forms, next of kin, and from the DBS certificate: age, place of birth and address.
- Details held on Senior Instructors – Name, contact details, next of kin, RYA qualifications, bank details and from the DBS certificate: age, place of birth and address.

You have certain Individual rights, these are:

- the right to be informed – of the data Sail HYSTS holds.
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

3 What is the right of access?

You have the right to ask us whether we are using or storing your personal information. You can ask us for copies of your personal information, verbally or in writing, known as making a subject access request or SAR.

4 Why make a subject access request?

You can make a subject access request to find out:

- what personal information we hold about you;
- how we are using it; and
- where we got your data from.

This information can also help you exercise your other information rights effectively.

5 Protecting your personal information

This is achieved by:

- By keeping physical documents locked in a steel cabinet.
- By restricting access to personal data.
- By guarding access to computer files by password.

6 Sharing your personal information

Sail HYSTS does not share your information outside Sail HYSTS except where necessary, for example:

- Notifying authorities
- Providing information to emergency responders
- Providing information to HMRC for gift aid claims

7 How long does Sail HYSTS hold my information?

We hold your information for as long as you are associated with the Scheme. After that time your personal data will be destroyed.

8 Who do I contact?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Sail HYSTS Principal.

9 HYSTS Website

The website privacy and cookie policies can be found on the website's home page.

10 Notes:

1. The Sail HYSTS Data Protection Policy is reviewed annually and amended if necessary.
2. Additional information visit: www.ico.org.uk