

LYMPSTONE SAILING CLUB

DATA ACCESS POLICY V.180208

1. About this Policy

- 1.1. This policy explains where our membership data is located, who can access it, and what they can use it for.
- 1.2. We may collect, use and store personal data, as described in LSC's Data Processing Policy and as described when we collect data from our members.
- 1.3. We reserve the right to amend this Data Access Policy from time to time without prior notice.
- 1.4. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with personal data. Further details on the GDPR can be found at the website for the Information Commissioner; <https://ico.org.uk/>. For the purposes of the GDPR, we will be the "controller" of all personal data we hold about our members.

2. Who are we?

- 2.1. We are Lymestone Sailing Club. We can be contacted at Lymestone Sailing Club, The Strand, Lymestone, DEVON. EX8 5EX or enquiries@lympstonesailingclub.co.uk

3. Data Location

- 3.1. The Membership Secretary will be the owner of all current and past membership records, both electronic and paper. Nobody else should, at any time, hold a copy of these records. The Master Database of current members will be held on MemberMojo.

4. Data Access

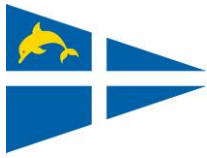
- 4.1. Only LSC Committee members and the Data Protection Officer (DPO) will have access to membership data.
- 4.2. The Membership Secretary and the DPO have password protected access to the membership database. This should only ever be used to look up information, the data must never be downloaded or shared with any person outside of the LSC Committee.

5. Data Use

- 5.1. If you, as a Committee Member, wish to contact a group of our members the membership system can create bulk email address lists. We have the following email address lists;
 - All members
 - Expired members
 - OOD volunteers
 - Safety Boat volunteers
 - Help with Social volunteers

These bulk email lists are created based on the information members provide through their membership application/renewal, on receipt of the email the member cannot see the details of any other recipient.

The Membership Secretary or the DPO can create any cut of the data that may be required for bulk mailing purposes.



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Members can update their information at any time so it is important that these, and no other, bulk mailing lists are used.

- 5.2. Our system will not allow a bulk mailing list to be used by anyone other than a Committee Member or the DPO. These mailing lists must only ever be used to communicate about LSC related activities, events, etc. They must NEVER be used to promote the products and services of any third party. E.g. Promoting the River Exe Regatta hosted by another club is acceptable, promoting Dixon's Chandlers is not. If in doubt ask the LSC Data Protection Office.
- 5.3. Simple cuts of the membership data (E.g. Name, phone, email address) will be provided to some groups of members on a need to know basis. OODs will have a list of fellow OODs, Safety Boat Helms/Crew will have a list of fellow Safety Boat Helms/Crew, to aid duty swaps. It is possible that some members may not have opted in to allowing LSC to share their contact data with other members, in these cases they will not be included in these bulk lists.
- 5.4. As a Committee Member you may provide a club member with the contact details of another club member unless the member has not opted to allow us to do so. Always check the relevant permissions before sharing contact data. Members' contact data must never be shared with anyone outside of LSC.

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer; Peter Turgoose, c/o Lympstone Sailing Club, The Strand, Lympstone, DEVON. EX8 5EX or peterturgoose@aol.com