

LYNHER RIVER BARGE CIC DATA PRIVACY POLICY



About this Policy

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.

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.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Lynher River Barge CIC is registered with the Information Commissioner's Office (ICO), the UK's independent body set up to uphold information rights. Every trading company handling personal information has to register and pay an annual fee with the ICO in order to prove that it complies and follows the guidelines set out to protect personal data as described in this policy.

Who are we?

We are a community interest company. We can be contacted at

Lynher River Barge CIC

The Gymnasium, Obelisk Field

Cremyll Cornwall PL10 1HX

e-mail: lynher@tamarbarge.org.uk

website: <http://www.tamarbarge.org.uk>

What information we collect and why

Type of information	Purposes	Legal basis of processing
Participant's name, address, telephone numbers, e-mail address(es).	Contacting the participant with regard to inform him/her of the company's activities and events	Performing the wish of the participant(s) who gave the Company consent to be contacted. For the legitimate interest of the company to trade, promote and market its services.
Photos and videos of Members and their boats	Putting on the Company's website and social media pages and using in press releases.	Consent. We will seek the participants consent on their booking form. The participant(s) may withdraw their consent at any time by contacting us by e-mail or letter.
Bank account details of the participant(s) or other person making payment to the Company	Managing the participant(s) and their dependants' for the provision of services and events.	Performing the Company's contract with the Participant(s).
The Participants' name and e-mail address	Creating and managing the Company's online Customer Directory with the purpose of sending information about future events.	Consent. We will seek the Participants consent on their booking form. The Participant(s) may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish to receive information from the Company.
Employees and representatives of suppliers to the Company	Entering into and managing arrangements with suppliers	Entering into and performing contracts with suppliers

How we protect your personal data

We will not transfer your personal data outside the EU without your consent.

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.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

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 we are required to do so by law or as set out in the table above or in the paragraphs below.

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). We do this for the purpose of our legitimate interests in operating the Company and for performing our contract with you. 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. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Company and for as long afterwards as it is in the Company's legitimate interest to do so or for as long 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.

We securely destroy all financial information once we have used it and no longer

need it.

Your rights

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

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

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

0303 123 1113.

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 Barbara Bridgman, Director and Head of Data Protection barbara@tamarbarge.org.uk