

# Arklow Sailing Club Privacy Policy

This Policy applies to our website, the processes and applications we use to engage with you as club members and affiliates.

This purpose of this privacy policy is to give you a better understanding of:

- [Information we collect](#)
- [How do we use this information](#)
- [Your rights](#)
- **How to contact us**
- [Closed Circuit Television System Policy \(CCTV\)](#)

We hope you take the time to read this policy. It is important to check back for updates to this policy. If we make changes we consider to be important, we will let you know during Annual General Meetings or through service messages we will send to you. The Arklow Sailing Club is the data controller located at Arklow Sailing Club, North Quay, Arklow, Co. Wicklow. Our data protection officer can be reached at [sailingclubarklow@gmail.com](mailto:sailingclubarklow@gmail.com).

## Information we collect

During application and registration to become a member, membership personal information may include, but is not limited to your name, postal address, e-mail address, phone number, sailing experience, boat name and any other details as might be requested from you for the purpose of registration and/or continued participation in club activities. We may also collect information from you if you request additional services from the club.

## How do we use this information?

We process personal information for these club related purposes:

- Membership application and setup, verification, and management: We record personal information such as your name, email address, phone number, and information about other club members that may have proposed and seconded your application to the club.
- Services application and setup: Where you request additional services, such as moorings allocation, boat yard allocation or club function room rental, we request additional information to maintain our services records.
- For club communications related to, but not limited to, annual general meetings, race officer briefings, WhatsApp broadcast messaging, yard and moorings meetings, club functions and online meeting invitations. From time to time, and rarely after consideration, your contact details may be shared with another club member by the committee for club business. This may be in cases where a club online meeting invitation is required for your continued participation in club activities. Another example may be where members must be contacted by other members in cases of emergency.
- For racing, regatta events, social functions, guest book registrations and prize giving. Your name may appear on trophies and accolades in perpetuity.
- For third Party and Public Registrations: Your name and boat name may be shared with Wicklow County Council should you request a mooring allocation service. On becoming a member, and for every year of active membership, your name and family members names may be registered with the Irish Sailing Association (ISA) for registration with our sport's governing body. Your contact details will not be disclosed to other third parties external to the club without your approval.

- For members subscription and services invoicing: Membership and provision of services constitute the legal basis for gather certain personal information. For financial accounting purposes, an annual membership list may be provided to our nominated professionally qualified accountants.

## Your rights

Under the General Data Protection Regulation, you, as a data subject have a number of rights which are detailed below. Some of these only apply in specific circumstances and are qualified in several respects by exemptions in data protection legislation. We will advise you in our response to your request if we are relying on any such exemptions.

- Access to personal data: You have a right to request a copy of the personal information that we hold about you. Should you wish to make such a request, please see the Contact Us section for information on how to contact us. Member's information is transferred to and stored on a membership file.
- Correction of personal data: You can request us to rectify and correct any personal data that we are processing about you which is incorrect. We request you keep your account details up-to-date by submitting updates to [info@arklowsc.com](mailto:info@arklowsc.com).
- Right to withdraw consent: Where we have relied upon your consent to process your personal data, you have the right to withdraw that consent. There are limited examples where consent may be used by the club to process your personal information for the purposes listed above.
- Right of erasure: You can request us to erase your personal data where there is no compelling reason to continue processing. The club maintains members lists, officer and committee position records in perpetuity. Sailing results and prize giving results are not anonymised or erased as they form the historical record of the club.

As a member of the club, we trust you share a mutual respect for privacy between members at all times.

## How to contact us

For any requests related to your personal information or any of your rights referenced above, please feel free to contact us at [sailingclubarklow@gmail.com](mailto:sailingclubarklow@gmail.com)

## Filing a complaint

If you are not satisfied with how we manage your personal data, you have a right to make a complaint to the Data Protection Commissioner.

## Closed Circuit Television System Policy (CCTV)

The Arklow Sailing Club property employs a CCTV camera system for the legitimate interest of the club to protect our premises and property from crime or damage, and to ensure the health and safety of persons entering our property.

Members and persons entering the property are informed of CCTV footage by signs clearly placed on the gates of the club. Footage is retained for a period of 30 days. In the event of an incident, information may be held for a longer period.

In the event of a security incident, recorded information may be provided to the Gardai on request through the appointed data protection committee member.

Please submit requests to the club email address [sailingclubarklow@gmail.com](mailto:sailingclubarklow@gmail.com) if required. Persons are entitled to request a record of their personal information, but not the information of other third

parties. In certain circumstances, the club may be exempt from providing personal information and are obliged to explain this in the request's response.