



# SSOA GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY

## 1. Introduction

The Sadler and Starlight Owners Association (SSOA) is required to be compliant with the General Data Protection Regulations (GDPR)<sup>1&2</sup>. This policy explains what personal information SSOA stores, how it uses that information and what Members rights are.

The SSOA will nominate a Data Protection Officer (DPO) - [dpo@sadlerandstarlight.co.uk](mailto:dpo@sadlerandstarlight.co.uk)

The SSOA GDPR Policy is published on the SSOA Website

## 2. Membership Information – General

The SSOA stores and uses Members Personal Data (See Para 5) and Boat Data (See Para 6) solely for the purposes of the administration of:

- a. Management of the SSOA Membership (e.g. renewals, delivery of information from the Committee, newsletters)
- b. Organising events (e.g. Rallies and Meetings)

Members personal details will not be shared with any other third parties.

Existing Members or New Members of the SSOA who pay their Annual Subscription or are an Honorary Member confirm their agreement that the Association can:

- a. Store their Personal and Boat Data  
  
and
- b. Publish a subset of Personal Data in the Annual Yearbook. Note that the Annual Yearbook will published in hard copy in April of each year and will include relevant Members Personal Details (see below). A soft copy of the Annual Yearbook will be kept in the password protected Members Only area of the Website. This soft copy may be updated periodically throughout the Membership Year with the Personal Details of New Members.

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<sup>1</sup> GDPR replaces the Data Protection Act 1998

<sup>2</sup> GDPR came into effect on 25 May 2018

A Member can elect that their details are not published in the Yearbook by amending their profile on the Website or informing the DPO.

A Member has the right to withdraw their consent to the storage of Personal Detail at any time by advising the SSOA DPO by E Mail. Note:

- a. Withdrawal of consent means that the Member will no longer receive information from the SSOA including membership renewal notices.
- b. Withdrawal of consent will not include redaction from published Yearbooks for which permission was previously given.

### **3. Membership Database**

The SSOA stores Personal Data in a Membership Database.

The Membership Database is password protected.

The Membership Database is only available to the following Officers, Committee Members and Co-Opted Members of the SSOA:

- a. Chairman
- b. Treasurer
- c. Membership Secretary
- d. Webmaster

Paper copies of Personal Data will be kept securely (under lock and key).

### **4. Financial Data**

Members Financial Data is not required to be provided for Membership Renewal. Stored Financial Data is used solely for the administration of the SSOA and for the purposes of reimbursing Members for expenditure on behalf of the SSOA. Financial data is stored securely in the SSOA Bank's List of Payees and is only available to the Chairman and Honorary Treasurer.

### **5. Personal Data – Definition and Use**

Personal Data is an individual Members personal data that is subject to GDPR and includes some Personal Data (see Table below) which will be published in the Annual Yearbook to allow Members of the Association to be able to contact other Members.

<b>Personal Data Held By The SSOA</b>	<b>Subset of Personal Data Published in Yearbook</b>
Name(s) of Member	Name(s) of Member
Address	
Telephone Contact Number	Telephone Contact Number
E Mail Address	E Mail Address
SSOA Branch/Area	SSOA Branch/Area
Boat Berth/Mooring Location	Boat Berth/Mooring Location
Consent to GDPR	
Type of Membership (Honorary/Member)	
Year of Joining SSOA	
Paid for Current Membership Year	
Date Membership Paid	
Method of Payment	

#### 6. Boat Data (not subject to GDPR)

<b>Boat Data Held By The SSOA (as provided by the Member)</b>	<b>Subset of Boat Data Published in Yearbook</b>
Boat Name	Boat Name
MMSI	
Boat Type	Boat Type
Hull Number	
Sail Number	Sail Number
Year Built	
Hull Colour	
Keel Type	
Date Acquired	
Previous Owner (Name only)	
Previous Boat Name(s)	
Misc. comments relating to the Boat for Archive purposes	

Note: Other Boat Data fields may be added

#### 7. Legacy Data

If a Member does not renew by the end of the renewal period (30<sup>th</sup> April annually), their Personal Details will be kept for up to 6 months and will then be removed from the Membership Database with the exception and their name which, for SSOA archive purposes, will remain linked to the Boat Details.

## 8. Your Rights

A Member has the right to see the information that the SSOA holds on them at any time. A request should be by E Mail to the SSOA DPO. A Member has the right to complain to the Information Commissioner's Office (ICO) if they believe there is a problem with the SSOA's handling of their data. Details of the ICO are at <https://ico.org.uk/> or available from the SSOA DPO.

### CHANGE HISTORY

VERSION	DATE	COMMENTS
1.1	Apr 18	Initial Issue
1.2	Aug 18	Removed Attachment 1 for publication on website
2.1	Oct 18	Updated to reflect that paying the Annual Membership Fee gives SSOA permission to store personal data plus other linked updates