 **SABOA Data Protection Policy**

Change history:

Adopted May, 2018

1. **Data collected and responsibility for secure data protection.**

SABOA is responsible for the secure collection and processing of data.

SABOA only requests the data necessary to maintain a membership record.

* Name(s) of member(s)
* Vessel Details: Name of Boat, JY or J number, LOA, beam, draught and type of vessel (If applicable).
* Contact details: Address, phone number, email address.
* Where a member is under 16 years old, a parent or guardian will need to give permission for SABOA to hold the minor’s data.

1. **Lawful, fair and transparent processing of data**

We use the data we collect to:

* Maintain up-to date membership records.
* Send out periodic communications relevant to members, including newsletters, details of social events, notices and minutes of meetings, renewal reminders, and other similar communications as may be needed,
* Provide information to the emergency services if a reasonable and proportionate request for data is made by the emergency services.

1. **Data subject rights**

* The data subjects have the right to ask SABOA what information it has about them and what SABOA does with this information. In addition, a data subject has the right to ask for correction, object to processing, lodge a complaint, or ask for the deletion of his or her personal data.

1. **Data breaches**

* The Hon Sec. SABOA holds a Personal Data Breach Register.
* Any known Personal Data Breach will be logged in the PDB Register.
* If the SABOA committee deems a breach ‘serious’ then the regulator and data subject will be informed within 72 hours.

1. **Data protection impact assessment**

* In case of changes to the collection or processing of data, due care and attention will be given to the protection of personal data.

1. **Awareness and training**

* New committee members or third parties involved in the collection and processing of personal data will be made aware of the SABOA Data Protection Policy.
* Committee Members should work together to create a climate of safe and secure data collecting and processing.