 **SABOA Data Protection Policy**

Change history:

*Adopted 30th November 2021*

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 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.
* Data will be available to the Membership Secretary, Hon. Sec. and also to the President, Vice-President and Hon Treasurer when required.
* Data is kept during membership of SABOA and will be deleted within three months of their membership ceasing.
* In the event of a member resigning from membership personal data will be deleted from SABOA records within two weeks after the resignation.
* Any member who wishes to rejoin after resigning or not renewing by the end of March will need to complete a new Membership Application Form.
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 or lodge a complaint. *A member may ask for the deletion of his or her personal data on ceasing to be a member*
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.
* In the event of a dispute a member or ex-member may contact and/or complain to the Jersey Office of the Information Commissioner, 2nd Floor,5 Castle Street, St Helier, Jersey, JE2 3BT
* T. (+44) 1534 716530
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.