



DATA PRIVACY POLICY

1. About this Policy

- 1.1 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.
- 1.2 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.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.ohbs.org regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 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.

2. Who are we?

- 2.1 We are Orkney Historic Boat Society. We can be contacted at Altair, Orphir, Orkney, KW17 2RE. Phone 01856 811205
email: - orkneyhistoricboats@gmail.com
Registered Scottish Charity No. SC044884

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Society.	Performing the Society's contract with the Member. For the purposes of our legitimate interests in operating the Society.
Photos, videos, audio recordings of Members and/or volunteers and their boats, artefacts, or stories.	Putting on the Society's website and social media pages and using in press releases.	Consent. We will seek the Member's/volunteer's consent on a form designed for the purpose. The Member may withdraw their consent at any time by contacting us by e-mail or letter.

Name, e-mail address and telephone number of each Society Trustee.	Information published on Society's website, newsletter and other publications, in the Society's marketing materials in each case as a point of contact for the Society	For the purposes of our legitimate interests in operating and promoting the Society
Contractors and/or Professionals, Advisors, suppliers, Marketers providing services to the Society.	Entering into and managing arrangements with professional organisations, contractors, etc and other service providers	For the purposes of our legitimate interests in operating and progressing the Society
Anyone gifting, loaning or selling an artefact to the society	To add to the collection of boats/artefacts established by the society.	For the purposes of our legitimate interests in operating the Society.
Members declaring they are a UK Taxpayer and agreeing for us to claim Gift Aid	To donate money to the society through the Gift Aid Scheme	For the purposes of our legitimate interests in operating the Society.
Bank account details of the member or other person making payment to the Club.	Managing the Member's membership of the Society in order to set up a Standing Order Mandate	For the purposes of our legitimate interests in operating the Society.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 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.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 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.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Society and for as long afterwards as it is in the Society'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.
- 6.2 Data will be stored on the personal computers, data stick, and filing cabinet of the membership secretary. Data will also be stored on the personal computer of the secretary.
- 6.3 Photographs, videos and audio recordings will be held by the trustee or trustees responsible for archiving such material. This material may be held on the cloud.
- 6.4 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 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
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

- 7.2 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 Membership Secretary at jclouston7676@gmail.com
