



Privacy Policy (GDPR)

1. Introduction

OCRDA understands that its Members care about the use and storage of their personal information and we value your trust in allowing us to do this in a careful and sensible manner. We have created this privacy policy statement in order to demonstrate our commitment to the privacy of our members.

By joining OCRDA you will have a copy of our rules and constitution and as Section 1. 4a states communication will be by e-mail unless advised otherwise. You will also obtain access to our social media pages

By joining you are acknowledging that we are processing your personal information and, where necessary consenting to such practices, as outlined in this statement.

2. Personal information which we collect

We **may** collect personal information about you (and others if their personal information is provided by you) when you:

- a) Join OCRDA as a member;
- b) Alter details concerning your membership;
- c) Post material to our website and / or social media page;
- d) Raise a complaint or dispute with us or are involved in a legally recordable incident at our events
- e) Speak to one of our Committee members or Race Official
- f) Participate in any of our events both on and off the water;
- g) Use our website to submit forms or enquiries;

The personal information collected in the above manner may include the following about you (and others if their personal information is provided by you):

- a) Full name;
- b) Postal address;
- c) e-mail address;
- d) Telephone number;
- e) Payment details;

- f) Machine identifiers (such as IP addresses);
- g) Dispute resolution information;
- h) Disability, health information and drugs being used;
- i) Miscellaneous supplementary information not detailed above;
- j) Image data (for license and ID Purposes);
- k) Identification information (such as passports & drivers' licenses).

3. How we use your information

We will use your personal information:

- a) In order help us facilitate organising powerboat racing and other events (such as social events)
- b) To provide communications about events being put on by OCRDA or other Powerboat clubs and associations as well sending reminder emails;
- c) To provide instructions and changes to events and rules – usually via email;
- d) To provide assistance in taking part in events;
- e) To provide you with requested information or correspondence as a response from us to an enquiry made by you;
- f) To provide notifications of any changes to our website or to our services that may affect you (and others if their personal information is provided by you);
- g) To maintain your membership information including maintaining records which accurately reflect your wishes on how we communicate with you;
- h) To gain your views on rule changes, past & future events along with anything else associated with the effective running of OCRDA for the benefit of its members
- i) To improve our websites, prevent or detect abuses of our web and social media sites and if necessary enable third parties to carry out technical, logistical or other functions on our behalf;
- j) To meet our legal obligations:

4. How long we will keep your personal information

We retain your information for a range of purposes which determine the period of time for which we need to keep such information. For example (list is not exclusive):

Data	Retention Period
Disputes and enquiries	Up to 3 years from the point of last contact with you, this may include use of our websites or responses to communications with you
Membership Details	Up to 3 Years from the expiation of your last membership

We will remove your data from our systems at the end of the applicable data retention periods, unless we are required by current or future law to retain your personal information for a longer period.

5. Our approach to information security

To protect your information, OCRDA has policies and procedures in place to make sure that only authorised personnel can access the information, that information is handled and stored in a secure and sensible manner and all systems that can access the information have proportionate and reasonable security measures in place. To achieve this only senior committee members (Chairman and Vice Chairman) and the Club / Race secretary will have access to the information.

While we take reasonable measures to ensure the safety and security of your data, due to the inherent risks with the Internet, we are unable to warranty the absolute security of your data when using our services.

WE WILL NOT PASS YOUR INFORMATION TO ANY THIRD PARTY FOR MARKETING PURPOSES

6. Your rights

In order to process any of the requests listed below, we may need to verify your identity for your security. In such cases your response will be necessary for you to exercise this right.

- a) The right to access information we hold about you - At any point you can contact us to request details concerning the information we hold about you, why we have that information, who has access to the information and where we got the information. In most cases you may be entitled to copies of the information we hold concerning you. Once we have received your request we will respond within 30 days.
- b) The right to correct and update the information we hold about you - If the data we hold about you is out of date, incomplete or incorrect, you can inform us and we will ensure that it is updated.
- c) The right to have your information erased - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or tell you the reason why it cannot be deleted.
- d) The right to object to processing of your data - You have the right to request that OCRDA stops processing your data. Upon receiving the request, we will contact you to tell you if we are able to comply or if we have legitimate grounds to continue. If data is no longer processed, we may continue to hold your data to comply with your other rights.
- e) The right to ask us to stop contacting you with event details - You have the right to request that we stop contacting you with regard to organized events by OCRDA or others by contacting the Club Secretary by post or e-mail clearly showing unsubscribe the header or subject box;
- f) The right to data transfer - You have the right to request that we transfer your data to another controller. Once we have received your request, we will comply where it is feasible to do so.
- g) The right to complain - You can make a complaint to us by contacting us via ocrdasecretary@gmail.com or to the data protection supervisory authority – in the UK, this is the Information Commissioner’s Office, at <https://ico.org.uk/>.

7. Consent

In those cases where we need your consent to process your information, we will ask you to make a positive indication. By actively providing us with your consent, you are stating that you have been informed as to the type of personal information that will be processed, the reasons for such processing, how it will be used, for how long it will be kept, who else will have access to it and what your rights are as a data subject and that you have read and understood this privacy policy.

8. Sharing your information

The information and data we collect is important for OCRDA to function and serve its members. We understand that you care about the use and storage of your personal information and we value your trust in allowing us to do this. We would not want to share this with anyone else unless we have your express consent, however, we will never disclose, rent, trade or sell your personal information to any third parties for their marketing purposes.

9. Use of cookies

A cookie is a small text file that can be stored by your browser on the device you use to access internet and allows the browser to pass small amounts of information about user behavior on the given website to a web server. Tags are pieces of code that exist on web pages and collect information about usage of the web pages.

OCRDA do not currently use our own cookies, however, should we do so in the future we will never share any personal information about you with third parties and ensure the cookies and tags used maintain your anonymity.

10. Cookie Consent

Should OCRDA start to use cookies then the first time you access the website, you will be informed about our use of cookies to improve your site experience. By continuing to browse our website you consent to our use of cookies.

11. How to reject and delete cookies

Should you wish to reject or block the use of cookies, you can do so at any time, usually by clicking 'Help' on your browser. Cookies are specific to individual browsers so if you use more than one browser, you will need to delete cookies on each browser. Please be aware though that by rejecting cookies you may not receive the optimum website experience. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

12. Contact details

If you have any queries about this policy, need further information or wish to lodge a complaint you can use the details below to contact us.

Data Protection Officer
The Chairman
OCRDA
C/o South Hams Clutch Centre,
Churchstow,
Kingsbridge,
Devon
TQ7 3QH
ocrda@btconnect.com

13. Changes to this Privacy Policy

We may change this policy from time to time. You should check this policy occasionally to ensure that you are aware of the most recent version that will apply each time you access the website.