



The Thames Vintage Boat Club

Data Protection Policy

Issue 1 - April 2018

The Thames Vintage Boat Club is subject to the General Data Protection Regulation (EU) 2016/679 which comes into force on 25th May 2018.

In accordance with Article 7 of the GDPR, the TVBC must obtain evidence of members' explicit consent to hold their personal data.

You have the right to withdraw your consent or request your personal details are amended at any time. Please email or write to the Hon Secretary honsecretary@thamesvintageboatclub.com to do so.

1. Where we store your personal data

- 1.1 The Thames Vintage Boat Club keeps all members' personal data on a secure server hosted by Pipe Ten, an established web hosting company based in Sheffield. www.pipeten.com
- 1.2 We do not distribute this information in paper form or by email to the membership or to any other person, boat club or organisation.
- 1.3 We do not store this data on laptops, pcs, smartphones or similar devices.
- 1.4 Only the following officers via secure individual passwords have permission to view, amend (on the written request of the member) and use members' personal data as detailed in Section 3 below:

The Hon Secretary	The Membership Secretary
The Webmaster	The Boater Editor
The Treasurer	The Commodore

- 1.5 These passwords are issued by the Webmaster who renders them invalid when the officers retire from their posts and issues new ones to the officers who are taking over these posts.
- 1.6 As per the Constitution (6.10) the following have been nominated and voted by the Committee to act as Trustees in full access of the Website together with the Webmaster:

The Commodore
Peter Scrutton (currently the Treasurer/Membership Secretary)
- 1.7 Occasionally the Trustees will grant temporary access to the database and/or website to a professional programmer who has been contracted by the club to carry out maintenance to the database and/or website. Upon completion of the contract the 'maintenance' password is deleted.

2. The personal data we keep

- 2.1 your name
your spouse, partner or co-owner's name(s)
your postal address(es)

your email address(es)
your land-line (home and/or work) and/or mobile phone number(s)
your method of paying the annual subscription
your occupation

- 2.2 You can update or withdraw your personal data anytime by letter or email.
- 2.3 These details will **not** be made available to any other member, person or organisation without your specific written consent by way of email or post.
- 2.4 Should a situation arise that a TVBC member or someone interested in your boat wishes to contact you, they must do so via the Hon Secretary who will only release your email address if you give written permission on request.
- 2.5 We do not store the personal data of past members unless they give us permission on resigning from the Club. The data retention period is therefore for the duration of the membership.

3. How we use your personal data

The Thames Vintage Boat Club uses your personal data as follows:

- 3.1 Your name and, if applicable, the name of your spouse, partner, co-owner of your boat are required to address or identify you.
- 3.2 Your postal address is kept primarily in order to send the club's magazine 'The Boater' and other club related postal mail to you.
- 3.3 We keep the phone numbers you choose to give us so we can call you to inform you about TVBC events, functions and meetings and to contact you about general matters relating to the club.
- 3.4 We keep your email address (es) to contact you about TVBC events, functions and meetings and to inform you about other relevant boating and River Thames news and information.
- 3.5 We keep details of your membership status (Full, Associate, Affiliate) and your preferred method of paying your annual subscription but we do not store your bank details once your standing order has been set up with the bank.

4. The data we store about your boat in the Boat section of the Database

- 4.1 This is stored in a separate area to where we keep the personal data of our members.
- 4.2 Each boat is assigned its own page which can be viewed by all our members and the general public in the Boat section of the Thames Vintage Boat Club database.
- 4.3 The details we keep about each boat are:
 - The boat's name
 - The boat's plaque number
 - A photo of the boat
 - The boat's construction details
 - Details about the boat's builder

The boat's history

The names and boating history of the present (optional) and past owners

- 4.4 As the aim of the club is to compile a detailed register of boats as an historical record (2.3 of the Constitution) the details and photo of the boat submitted by the owner can be updated and amended but not removed from the database.
- 4.5 However, the name and boating history of the owner who submitted the application can be removed if requested by the owner.

The owner therefore has the following options in the Boat database:

To include their name as the current owner during the application

To remove their name as the current owner at any time during their membership or on the termination of their membership by informing the Hon Secretary in writing.

5. Photos, images, video

- 5.1 Photographs or videos may be taken of you during Club activities and published on our website, promotional material and in 'The Boater'.
- 5.2 We will ask for your written consent to do so. This will be a 'once off' request in the 'Existing Members' GDPR Consent' form
- 5.3 It should be noted that consent, once given, can be rescinded at any time by writing to or emailing the Hon Secretary although it will not be possible to remove images from already published printed work.
- 5.4 Written consent can likewise be given to the club at a later date if it was not originally given.
- 5.5 We must request that each member of your crew gives their consent before we can use photos and/or video images that clearly identifies them.
- 5.6 If your membership/crew includes children under 18 we will require PARENTAL/GUARDIAN consent.
- 5.7 By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the Club.