



## Privacy Notice

### Thames Vintage Boat Club

The Thames Vintage Boat Club is a volunteer-run, not-for-profit boating club based in Chertsey, Surrey. We collect and use personal information so we can manage membership, run club activities, and communicate with members and applicants.

**Data Controller:** Thames Vintage Boat Club. Our postal address is available on request from [hon.sec@thamesvintageboatclub.com](mailto:hon.sec@thamesvintageboatclub.com)

#### 2. What personal data we collect

We collect and store the following information:

- Name
- Postal address
- Email address
- Telephone number
- Membership type and status
- Payment records (e.g., dates and amounts paid)
- Bank account details provided for setting up standing orders
- Information submitted on membership application forms (including Jotform submissions)

We do **not** collect or store debit/credit card numbers.

#### 3. How we collect your information

We collect information in three ways:

- When you complete a membership application (including via Jotform)
- When you renew your membership or provide standing order details
- When you communicate with the club or participate in club activities

#### 4. Why we use your information

We use your personal data for:

- Managing membership records
- Processing membership applications
- Setting up and administering standing order payments
- Communicating with members about club activities, renewals, and safety information
- Maintaining payment and accounting records
- Running events and club operations
- Meeting our legal obligations (e.g., insurance, safety, governance)

We do **not** use your data for commercial marketing or share it with third parties for advertising.

#### 5. Our lawful basis for processing

We rely on the following lawful bases under the UK GDPR:

- **Contract:** to process membership applications, maintain your membership, and set up standing orders
- **Legitimate interests:** to run the club effectively and communicate with members
- **Legal obligation:** to maintain financial and accounting records

#### 6. Who can access your data

Your information is accessible only to:

- Committee members and officers who need it to carry out their roles
- Trusted service providers we use to run the club (e.g., Jotform for applications, cloud storage for membership records)

Standing order bank details are handled only by the Treasurer or Membership Secretary and are not shared with any other parties.

We do **not** sell or share your data with third parties for marketing.

#### 7. Where your data is stored

Your data is stored securely in:

- Our online membership database
- Jotform (for application submissions)
- Secure cloud storage used by the committee
- Secure offline or encrypted storage for bank details used to set up standing orders

These systems may store data on servers outside the UK, but only where appropriate safeguards (such as Standard Contractual Clauses) are in place.

## 8. How long we keep your information

We keep:

- Membership records for as long as you remain a member
- Payment and accounting records for **7 years** (legal requirement)
- Standing order details for as long as your membership remains active
- Application forms from non-members for up to **12 months** unless you ask us to delete them sooner

## 9. Your rights

You have the right to:

- Access the personal data we hold about you
- Request corrections to inaccurate information
- Request deletion of your data (where legally possible)
- Object to certain types of processing
- Request a copy of your data in a portable format

To exercise any of these rights, contact us at: [hon.sec@thamesvintageboatclub.com](mailto:hon.sec@thamesvintageboatclub.com)

**10. Thames Vintage Boat Club** is registered with the Information Commissioner's Office (ICO) because we process personal data using online systems and third-party services. As a not-for-profit organisation we qualify for certain exemptions, but these do not apply to us because we use digital membership systems, online payment providers, ticketing platforms, email services, and other tools that involve automated processing of personal information.

ICO registration ensures we meet our legal obligations under the Data Protection Act 2018 and UK GDPR, and it demonstrates our commitment to handling members' information securely, transparently, and responsibly.

## 11. How to complain

If you have concerns about how we handle your data, please contact us first. You also have the right to complain to the Information Commissioner's Office (ICO): [www.ico.org.uk](http://www.ico.org.uk)

## 12. Changes to this notice

We may update this notice from time to time. The latest version will always be available on our website or on request.