

## **GDPR PRIVACY POLICY**

The Steamboat Association of Great Britain (SBA) complies with all legislation relating to data protection, including the General Data Protection Regulation (GDPR). The GDPR is intended to provide protection to individuals whose 'Personal Information' is controlled or processed by an organisation and this includes the SBA.

The GDPR has a number of requirements and this privacy policy outlines how the SBA will deal with these requirements.

### **What is 'Personal Information'**

The GDPR says that it is 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

### **What information do we collect?**

The types of Personal Information we may collect includes (but is not limited to):

- Name
- Postal Address
- Telephone Number(s)
- Email Address
- Name of spouse or partner
- Year of birth
- Name of boat(s)

Note that, in order to be a Member of the SBA you are required to provide your name and postal address; all other Personal Information is optional (but helpful for us and likely to increase the benefits to you of being a Member of the SBA).

We collect information from you when you join the SBA, log in as a member, order goods, subscribe to our magazine, respond to a survey, vote in an election, post in a forum or fill out a form.

Cookies – Cookies are small text files that are stored on your computer because of visiting a website. This allows the site to know that you have visited before and, in some cases can be used to record your preferences. Cookies can be used/stored for two reasons:

- To help track usage patterns in order to improve and manage a website; or
- To record preferences in order to personalise your visit to that website.

The SBA uses cookies on its website. There are options within your browser to delete cookies or to refuse to accept them should you wish to do so.

### **Electronic Storage of Personal Information**

We will take all reasonable steps to ensure that all Personal Information collected from you is stored in a secure environment accessible only by authorised personnel.

The SBA sub-contracts the provision of membership management and website hosting to Wild Apricot (WA), a company that specialises in software for members' organisations. Personal Information is held on a secure server. WA implements a variety of security measures to maintain the safety of your electronic Personal Information – the data is backed up regularly and WA uses the

latest tools to protect against hacking. For further information go to the WA website – [www.wildapricot.com](http://www.wildapricot.com)

We publish a paper Members' Handbook from time to time and the Handbook contains this statement: "This booklet is published by the SBA and is intended for the benefit of SBA Members. Please do not divulge its contents to any third party". The Handbook contains the name of the Member and also any of the following that, at the time of sending the data to the publishers, appear in the Member's online profile as available to Members – postal address, email address, telephone number and name of steamboat(s).

### **Steamboat Register**

This online Register holds data on steamboats and is not linked to other data collected or stored by the SBA. Anyone, not necessarily an SBA Member, can create a login and password to add or update their steamboat details. It is therefore only information freely entered by the steamboat owner that is visible on the Register. All information entered on the Register is freely available to all. It is possible to enter a steamboat onto the Register without entering any Personal Information. By entering any Personal Information on the Register the registrant is consenting to that data being displayed in the Register and included in any paper version of the Register. The registrant is able to amend or delete this Personal Information held on the online Register at any time.

### **Who has access to the Personal Information held electronically?**

Each Member has full access to their own Personal Information record on the membership database. The Member may edit any of the fields to enter corrections and updates. The Member can also set the particular elements of the Member's record that will be available for other Members to view – such as telephone numbers, postal address, email address and so on.

Officers of the SBA have access to Personal Information of Members but limited by their position in the organisation and so on a 'need to know' basis. For example; the 'Funnel' magazine editor can call down a mailing list of names and addresses for use by our publishers to distribute the magazine; Area reps can access or be sent contact details of Members in their area to allow organisation and promotion of events.

### **Use and disclosure of your Personal Information**

We do not sell, trade or otherwise transfer any Personal Information to third parties except in the following cases:

- Your name and address are passed to the printer of Funnel magazine to enable us to send the magazine to you;
- WA stores your Personal Information on their servers (and perhaps on backup providers' servers) but neither they nor any of their associates are permitted access to the data without our permission;
- Data is automatically passed to PayPal if you use PayPal to pay for goods or services you purchase from the SBA; and
- We may release or authorise the release of your Personal Information when we believe that it is appropriate to comply with applicable legislation, to enforce our website policies, or to protect our rights, property or safety.

Online access to Personal Information by Members and Officers/Committee Members is via a secure login and password.

We do not keep Personal Information for longer than is reasonably required, which will depend on the nature of the Personal Information we hold and the purposes for which it was received. Where any Member ceases to be a Member of the SBA we will retain that Member's Personal Information (but without such Personal Information being available to other Members) for a reasonable period. An archive copy may be maintained in a secure format.

### **The 'right to be forgotten'**

You can ask us at any time to erase the Personal Information that we hold for you in electronic format. Contact the Membership Secretary if you wish to have Personal Information erased. You can also delete Personal Information from your online profile by logging in to the Members' section of the SBS website. However, please bear in mind that you cannot continue to be a Member of the SBA if you do not allow us to hold your name and postal address. We are also unable to erase your Personal Information from any paper version of the SBA Members' Handbook or the Steamboat Register that is in print.

### **Access to and correction of your Personal Information**

You may request access to the Personal Information that we hold for you and we will do our best to provide this to you in a standard format. You may ask us to correct the Personal Information we hold if you believe that it is inaccurate, out of date, incomplete or misleading.

### **Your consent**

By becoming a Member of the SBA and/or using the SBA website, you consent to this Privacy Policy.

### **Changes to this Privacy Policy**

If we make changes to this policy, we will incorporate those changes here and we will inform Members about the update via Funnel and the SBA website.

### **Contact**

If you would like further information on this policy or wish to contact the SBA about any of the matters set out above (or if you have a complaint about a breach of your privacy), please contact us using the following options:

[Chair@steamboatassociation.org.uk](mailto:Chair@steamboatassociation.org.uk) or [membership@steamboatassociation.org.uk](mailto:membership@steamboatassociation.org.uk)

You also have the right to complain to the Information Commissioners Office:

Telephone: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

The Information Commissioner's Office is the UK's supervisory authority for data protection issues.

*Version May 2018.*