

# ELIZABETHAN OWNERS' ASSOCIATION DATA PROCESSING PRIVACY POLICY

Last updated 21<sup>st</sup> May 2018

## 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 Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website [eoa.org.uk](http://eoa.org.uk) regularly for any amendments.

1.4 We will always comply with the General Data Protection Regulations (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](http://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 the Elizabethan Owners' Association. We can be contacted by email at [secretary@eoa.org.uk](mailto:secretary@eoa.org.uk).

## 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 Association.	Performing the Association's contract with the Member. For the purposes of our legitimate interests in operating the Association.
The Member's name, guests, boat name and details	Managing events.  Members name and boat information may be shared with Marinas where members are attending events  Members and their guests' names may be shared with restaurants where members are attending events.	For the purposes of our legitimate interests in promoting, operating and holding events for members of the Association.
Photos and videos of members boats and crew.	Putting on the event reports or newsletters on Association's website.	For the purposes of our legitimate interests in promoting, operating and holding events for members of the Association.

## 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. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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.

**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 required to do so by law or as set out in the table above or paragraph 5.2 below.**

**5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to book berths in marinas, advise restaurants of menu choices or to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes**

**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 Association and for as long afterwards as is necessary to comply with our legal obligations. 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 We will retain information about the ownership of boats which have changed hands in order to support the interests of past, current and future members.**

**6.3 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 Secretary at [secretary@eoaa.org.uk](mailto:secretary@eoaa.org.uk)