



ARMY SAILING ASSOCIATION
Army Sport Control Board
Fox Lines
Queens Avenue
ALDERSHOT
GU11 2LB

Military Network: 94222 7093
Civilian Network: 01252 787093
E-mail: sailing@ascb.uk.com



Registered Charity
No 1152679

Reference: GDPR

All ASA members

Date: 25 May 18

Army Sailing Association Privacy Notice

Introduction

The EU General Data Protection Regulation (GDPR) covers data protection and privacy for all individuals within the EU and will be legally enforceable from 25th May 2018. The Army Sailing Association (ASA) has reviewed its current policy on what personal information is held, how it is held and controlled and how it is disposed of once no longer required.

Personal data use

Your data will be used for the purpose of managing your membership of the ASA only which may include where applicable:

- Membership processing and renewal.
- Royal Yachting Association (RYA) training provided by the ASA.
- Berth holding in the ASA marina if applicable.
- ASA ensign permit details if you hold one.

Data held

Your name, address, telephone number and email address if provided will be held. For berth holders and ensign permit holders your vessel name and SSR number will also be held. No financial information is retained once any payments have been processed. This includes membership direct debits.

Data storage

Your electronic information is held on a password protected database on the Army Sport Control Board's computer server. This is a secure computer server on a system accessed only by employees and is also password protected.

Paper ensign permit details and HMRC Gift Aid declarations are held in folders in a secure lockable cabinet in the ASA office.

Use of your data

Your data will be used solely for legitimate ASA business in the following areas:

- Contacting you if required on membership related issues including renewals.
- Distribution of ASA membership related correspondence such as letters and the ASA annual journal.

Retention

Your data will be held during your paid up membership of the ASA and for 12 months after expiry. Should your membership not be renewed after this time your details will be securely deleted. The same period applies for berth holding details.

Paper based ensign permit information will be held indefinitely but will securely archived after five years of expiry.

Sharing information

Your information will not be shared with third parties without your consent. The only exception to this is if you complete any RYA training courses where your details and certificate number if applicable will be passed to the RYA for registration.

Your rights

You have the right to:

- Request to see what data is held by the ASA
- Rectification, erasure, restriction and objection to the data we hold
- To lodge a complaint (if the complaint is about the way we have used your personal data) with the Information Commissioner's Office.
- To withdraw consent at any time for the ASA to hold your data or to contact you. You can do this by getting in touch with the ASA Office at any time.

Contact Information

You may contact us regarding your personal data either through the ASA Office at the above address or through the Army Sport Control Board (ASCB) Data Protection Officer (DPO) as follows:

Data Protection Officer
Army Sport Control Board
Fox Lines
Queens Avenue
Aldershot
GU11 2LB

{Original Signed}

B S Fowler
Maj (Retd)
Secretary

