



DATA PRIVACY POLICY

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. When you complete or sign a **Wilderness Boat Owners Club (WBOC)** membership registration or renewal form, you give us the right to collect, use and store your personal data contained therein, for purposes as described in this Data Privacy Policy or as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [*wilderness.org.uk*] for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the General Data Protection Regulation (**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). For the purposes of the GDPR, we will be the “controller” or “processor” of all personal data we hold about you.

2. Who we are?

- 2.1. We are the **Wilderness Boat Owners Club (WBOC)**. The Club does not operate from fixed premises and therefore does not have a dedicated postal address.
- 2.2. Members of the committee can be contacted via the contact form on our website here: <https://www.wilderness.org.uk/contact-us> or directly. Our contact details are in our annually published Contact List and our bi-annually published Newsletter.

3. How we process your data

Under the General Data Protection Rules (GDPR) and for clarity, WBOC must declare the “Lawful bases” used to process your data. We use three of the six available, which are as follows:

Contract

We use your name, address and contact details to invite your renewal of your membership and circulate information about Annual General Meetings.

Consent

We will always ask for your positive consent via tick boxes on our membership registration or renewal forms and we will ask you to re-affirm consent on an annual basis prior to:

- Publishing your personal details to other Club members in the Contact list;
- Adding your email details to the Club’s closed email system.
- Adding your name and email details to a 3rd parties system i.e. the AWCC on line system.

Once consent has been given, it will automatically lapse at the end of the membership year it was given for (i.e. 31st December).

Legitimate Interest

We use your name, address, contact details and boat details to send you information on Club events and the Club Newsletter.

Wilderness Boat Owners Club

4. What information we collect and why.

Type of information	Purposes	Legal basis of processing	Data Retention
Member's name, address, phone numbers, e-mail address(es).	Managing the Member's membership of the Club. Sending out Club Newsletters, AGM information and AWCC information.	Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.	Whilst a member and up to year after ceasing to be a member.
The Member's name, boat name, type and previous owner.	Managing the Member's membership of the Club. For historical tracking of boats.	For the purposes of our legitimate interests in operating the Club.	Whilst a member and up to year after ceasing to be a member. Surname, boat name, membership number, previous name, model/ type, town, county, year - indefinite.
Membership number, membership type, requested access to Club services.	Managing the Member's membership of the Club.	For the purposes of our legitimate interests in operating the Club. Recording consent choices.	Whilst a member and up to year after ceasing to be a member.
Hardcopy membership and renewal form data	Managing the Member's membership of the Club	Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.	Whilst a member and up to year after ceasing to be a member.
Issuing all the above as a contact list and consent flag.	Keeping members in touch with each other and recording the Member's request to be included in contacts list. As publication is by hardcopy annually normally in the Spring, withdrawal of consent will only affect the next issue of the contact list.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us to tell us that they no longer wish their details to appear in the Contact list	Whilst a member and up to year after ceasing to be a member.
Sending membership renewal information and recording the receipt of membership fees and renewal date.	Managing the Member's membership of the Club	Contract. Managing membership. For the purposes of our legitimate interests in operating the Club.	Whilst a member and up to year after ceasing to be a member.
Member's name and email address, and AWCC access request and flag.	Setting up AWCC system access at request of Member and recording that request.	Consent with member. Contract with the AWCC. For the purposes of our legitimate interests in operating the Club.	Whilst a member and up to 2 months on AWCC system after ceasing to be a member.

Wilderness Boat Owners Club

Type of information	Purposes	Legal basis of processing	Data Retention
Member's name and email address, and WBOC email access request and flag.	Setting up WBOC email system access at request of Member and recording that request.	Recording Member's request and consent . For the purposes of our legitimate interests in operating the Club.	Whilst a member and up to 2 months after ceasing to be a member or requesting removal from system.
Photos and videos of Members and their boats.	Putting on the Club's website, social media and Club newsletter and occasionally in press releases. As photos are taken in a public space, no consent is sought. Should a member wish to have any particular photo withdrawn from electronic media, they may request that in writing or by email to the Webmaster. Removal from Newsletter, once published, is not possible.	For the purposes of our legitimate interests in operating the Club.	Indefinite.
Name, address, e-mail address and telephone number of each Club Officer and Committee member.	Information published in Club's newsletter, contacts list, hidden within Club's website and other publications. In AWCC handbook and website as a point of contact for the Club.	For the purposes of our legitimate interests in operating the Club. Contract with the AWCC.	Whilst a committee member and up to year on WBOC & AWCC system after ceasing to be a committee member. Indefinite within Club's published newsletters

5. How we protect your personal data

- 5.1. All the personal data we hold is processed by our members within the UK, however for the purposes of IT hosting and maintenance this information may be located on servers within the European Union.
- 5.2. 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.
- 5.3. Please note however, that where you are transmitting information to us over the internet i.e. by email, this can never be guaranteed to be 100% secure.
- 5.4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

6. Who else has access to the information you provide us?

- 6.1. 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 we are required to do so by law or as set out in the table above or in paragraphs 6.2 below.

Wilderness Boat Owners Club

- 6.2. 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 print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. 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. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

7. How long do we keep your information?

- 7.1. We will hold your personal data on our systems as detailed in section 4 above in the "Data Retention" column. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data.
- 7.2. We securely destroy all personal and financial information once it is no longer required.

8. Your rights

- 8.1. You have rights under the GDPR
- 8.1.1. to access your personal data
 - 8.1.2. to be provided with information about how your personal data is processed
 - 8.1.3. to have your personal data corrected
 - 8.1.4. to have your personal data erased in certain circumstances
 - 8.1.5. to object to or restrict how your personal data is processed
 - 8.1.6. to have your personal data transferred to yourself or to another business in certain circumstances.
- 8.2. 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 or if you have any other queries, questions or comments on the information contained in this document you can contact our Webmaster on this webpage

<https://www.wilderness.org.uk/contact-us>