



Lichfield Cruising Club 2000 Ltd.

Privacy Policy

Who we are

We are Lichfield Cruising Club 2000 Ltd. A private company limited by guarantee, Company Registration Number 4102591 (England and Wales). We are a private boat club, our Registered Office Address is: Lichfield Cruising Club 2000 Ltd., Canal Cottages, Huddlesford Lane, Lichfield, Staffordshire, WS13 8PX. Telephone 01543 432004.

Please note: All references to data = your personal details; title, forename, surname, address, postcode, telephone/ mobile numbers, email address and your boat details; boat name, index/registration number.

All references to; 'we' | 'LCC' | 'our', means Lichfield Cruising Club. All references to; 'your' or 'member' means 'you'.

At LCC we're committed to protecting and respecting your privacy

This policy explains when and why we, Lichfield Cruising Club (LCC), collect personal information about the members of our club, how we use it, how we keep it secure and your rights in relation to it. We will always comply with the General Data Protection Regulation (**GDPR**) rules when dealing with your personal data.

What type of information we collect from you

When you apply to join LCC we use opt-in tick boxes to seek your permission to process some of the personal information provided by you on your application form.

When you use our website, we use cookies to collect your name, IP address, and information regarding what pages are accessed and when.

We collect and use the following data:

- Name - Title, Forename, ICE (emergency contact) and Surname.
- Full Postal Address - Road/ Street, Town/ Village, City and Postcode.
- Contact details – home telephone, mobile, ICE (emergency contact) telephone numbers and email addresses.
- Boat details.

How we use your information

All the personal data we process is processed by our members in the UK, however for the purposes of IT hosting and maintenance this information is located on servers within the European Union.

How we process your data summary

Under the General Data Protection Rules (GDPR) effective from 25 May 2018, LCC must declare the lawful bases upon which we use your data. To comply with GDPR and run Lichfield Cruising Club efficiently we use five lawful bases as follows:

- **Contract**
We use your name, address, boat details and contact details to send you invoices for your membership and mooring fees and information about Annual General Meetings.



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- **Legal Obligation**
We use this to provide your details to Companies House to register you as a Lichfield Cruising Club Director, if appropriate.
- **Legitimate Interest**
We will use your name, boat name and email address to provide you with a secure login to access an exclusive 'members only' area of the website where you can find information about rotas, events, members' forum and a documents area. We use your name, address, contact details and boat details to send you information and to share your data as necessary with third parties, i.e. we share your forename, surname and email address with the Association of Waterways Cruising Clubs (AWCC) to provide you with a secure login to their website.
- **Consent**
We use this because it allows **you** to have control over how LCC uses some of your data using an **opt-in (Yes, I want to do this)** tick box. You also have the right to change your mind and opt-out (*I do not want to do this anymore*) at any time by writing to the Data Controller at the LCC Registered Office.
- **Vital Interest**
We use this to manage the vital interests of our members and their dependants. The Commodore, or a Director will only use your 'In Case of Emergency (ICE)' contact details in the event of necessity.

Note: Lawful bases for processing has six possible options under GDPR. LCC use five lawful bases; Consent, Contract, Legal Obligation, Legitimate Interest and Vital Interests. A full explanation of Lawful bases can be found at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

How we process your data in detail

Type of information	Purposes	Lawful Basis for processing
Member's name, address, telephone numbers, email address and boat details.	Will be used to contact you about LCC business such as sending you: <ul style="list-style-type: none">• invoices for your membership• mooring fees• information about AGMs• provide an online Members Directory	Performing the Club's contract with the Member.
Member's address, email address, telephone numbers, personal and boat photographs.	Included in the Club's online Members Directory. Visibility of this information is controlled by the member using opt-in Yes/No control options.	Consent. LCC will use consent as a lawful basis via an opt-in tick box. A Member can update their own details and the visibility



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Type of information	Purposes	Lawful Basis for processing
Members can choose how they receive our monthly newsletter and forum emails.	When you register online to attend an Event, your shared details will also appear on the Events contact list.	of them via the LCC website. All updates made to a Member's record are stamped with the date and time of update and the login ID used. The user's IP address is also recorded.
Name and address or telephone numbers.	To send an appropriate get well, sympathy or condolence card to a member.	Consent. We will seek the Member's consent on the membership form.
*Photos and videos of LCC members taken at LCC Events.	** Posting of images and video: a) on the LCC's website b) in the Knot/ Newsletter c) on social media pages d) press releases.	Consent. We will seek the Member's consent on the membership form.
<p>* LCC Disclaimer: We cannot prevent club members, or members, of the public taking photographs / videos at Club events that are open to the public, so <u>LCC take no responsibility for photos / videos that others publish in the public domain, or in the Members Pictures area of the website</u></p> <p>** Please note: You should be aware that even though you may withdraw your consent to publish items a), b), c), d) above, it will not be possible to remove any previously used photographs from printed material or archived electronic copies of the same.</p>		
Member's name, address and email address	To send members printed and electronic versions of the Knot and Newsletter.	Consent. We will seek the Member's consent on the membership form.
<p>Non-members can cancel their Knot / Newsletter by writing to the Membership Secretary at the Club Registered Office or email membership@lichfieldcruisingclub.co.uk</p>		
Member's name, bank sort code and account number.	To repay expenses by BACS. Sharing minimal personal data as necessary with third parties: Lloyds Bank	Consent. We will seek the Member's consent on the membership form before collecting and sharing your data with a third party.
Emergency contact (ICE) details.	Contacting next of kin in the event of emergency	Consent and Vital Interests. LCC will use consent to protect the vital Interests of Member's and their dependants.



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Type of information	Purposes	Lawful Basis for processing
Member's name, email address and telephone number.	AWCC (selected Club Officer contact details). We will seek your consent before including your contact details in the AWCC Handbook or Directory.	Consent. LCC use consent to obtain your permission before sharing this information with AWCC.
Members telephone numbers, email address and boat details.	To contact members about: <ul style="list-style-type: none"> • membership issues • volunteering opportunities • issues relating to your boat • any information that the Board of Directors think it appropriate that members should be made aware of. 	For the purposes of our legitimate interests in operating the Club.
Member's minimal personal details as necessary.	Sharing personal data as necessary with third parties: <ul style="list-style-type: none"> • AWCC • C&RT • IWA 	LCC use Legitimate Interest for sharing information with third parties.
Member's name, address, telephone numbers, email address and boat details.	Managing the maintenance and cleaning rotas and creating a Members Directory.	For the purposes of our legitimate interests in operating the Club.
Member's personal details as necessary, including date of birth for Companies House registration.	Sharing personal data as necessary with third parties: Companies House.	LCC use legal obligation for sharing this information as defined in Article 6(1)(c).

How we protect your personal data

When entering data directly to our website, this is encrypted using an SSL certificate. We will notify you promptly as soon as we become aware of any breach of your personal data which might expose you to serious risk.

When you give us personal information, we take steps to ensure that it's treated securely. When you are on a secure web page, a lock icon will appear in the address line of all major browsers.

Non-sensitive details (your email address and the content of your email etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.



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Password security

Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Profiling

We **do not** analyse your personal information to create a profile of your interests and preferences.

Who else has access to the information you provide us?

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 identifying the lawful bases for processing your data.

We will only share your details with third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services. We only disclose the personal data that is necessary for the third party to deliver the service. We have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Club. Once you cease to be a member of the Club, the following terms will apply. Your details will be removed from the Club Directory available to other Club Members.

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 and delete it, except that we will retain such of your personal data in an archived form to be able to comply with future legal obligations and the establishment exercise or defence of legal claims.

Once we no longer need to retain your data under the provisions of the clause above, we will delete all your personal data except for your name and date of leaving, which will be retained to ensure the data integrity of our archive systems (e.g. the recording of historical event participation).

Any photographs of you or your boat which are directly linked to your identity will be deleted, but general photographs taken at Club events on which you may appear will not be removed, as these form part of the Club's history archive. Likewise, any photographs that you have uploaded to the Members Picture Gallery on the Club Website are part of the Club's history archive and will not be deleted.

If circumstances require it, we will delete your data at your request, subject to the limitations listed in the above clauses. Web server log files are deleted in accordance with the retention and deletion policies of our hosting supplier.

Use of 'cookies'

The LCC website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For more information see our policy at: <https://lichfieldcruisingclub.co.uk/cookies.php>



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Links to other websites

This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website

Your rights

You have the following rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.

Withdrawing your consent

As a member you may withdraw your consent at any time by contacting us by email or letter. As an Internet user you can change / update your online Directory consent options by logging into the LCC website Member's Area/My Profile area to make the changes yourself. To change your address or withdraw other consent email your request to: membership@lichfieldcruisingclub.co.uk

If you do not use the Internet, to change any of your details or withdraw consent, please write to:

The Membership Secretary, Lichfield Cruising Club 2000 Ltd, Canal Cottages, Huddlesford Junction, Lichfield, Staffordshire, WS13 8PX

Making a complaint

You have the right to take any complaints about how we process your personal data to the Information Commissioner Office (ICO): <https://ico.org.uk/concerns/>

You can write to ICO at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113.

Further details on the GDPR can be found at the Information Commissioner's Office website: www.ico.gov.uk

Review of this Policy

We keep this Policy under regular review.

For more details, please address any questions, comments and requests regarding our data processing practices to: membership@lichfieldcruisingclub.co.uk