

# Privacy Notice

## Introduction

This privacy notice explains how and why we collect your/your child's personal information and what we do with that information. It also explains your rights in relation to the information.

## Who are we?

IOCA is a group of parents who have come together to plan and organise Optimist sailing in the UK. Although we have a paid administrator, the bulk of the work is done by volunteers – committee members, area reps, flotilla leaders, event co-ordinators and volunteers. You can find details of the current Committee members and Area Reps on our website.

More formally, we are the International Optimist Class Association (UK) Ltd, a company limited by guarantee (Company No. 09779102), with a registered address at 13 Pretoria Road, Cambridge, England, CB4 1HD. We are the UK association of [IODA](#), the international optimist class association.

## How do we collect information from you?

We collect information from you, via [our website](#) and any websites/pages set up by us, for example when you sign up for an event, buy a membership subscription, or sign up for our newsletters, as well as via any correspondence with you.

## What type of information is collected from you?

The personal information that we collect may include your/your child's name, address, email address, date of birth, gender, parents' details, emergency contact details, medical information, as well as photos or videos. If you make a payment to us, your payment details are collected by our third party payment processors.

## How is your information used?

We may use your information to:

- Manage membership subscriptions.
- Manage events, training, team, development and other activities that we run.
- Publish details of participants, results and rankings, as well as information about our activities, or the activities of our members. When we do this, the information is restricted to the sailor's name, club, ISAF age, photos or videos.
- Process orders that you place.
- Communicate with you about the activities of the Class.

- Profiling. We may use your/your child's personal information for profiling purposes (for example to analyse and report participation by age/gender).

We review regularly the data that we hold, and will only hold your/your child's personal information on our systems for as long as is necessary for the relevant activity. In the case of some information, such as results, we may keep the information indefinitely to preserve a historic record of sailing activity and performance, for research or statistical purposes, or to promote or communicate the activities of the Association.

## **Our Legal Grounds for using your information**

### **Legitimate Interests**

This means that the processing is necessary for legitimate interests, except where the processing is unfair to you/your child. We rely on legitimate interests for some of the ways in which we use your/your child's information.

Specifically, we have a legitimate interest in:

- Providing sailing activities.
- Providing membership of our association.
- Safeguarding the welfare of participants in our activities.
- Promoting our objects and interests. This includes promoting our activities, and more generally the sport of sailing, both in the UK and overseas.
- Facilitating our operations and activities.

In addition, your/your child's personal information may be processed for the legitimate interests of others, for example we may use the information about you when investigating a complaint made by a participant in one of our activities.

You have the right to object to us processing your/your child's data for our legitimate interests. If you wish to object, please contact us by sending an email to [admin@optimist.org.uk](mailto:admin@optimist.org.uk), with details of your objection.

### **Contract**

Where we need the information to effectively carry out the services that we supply, as a result of the contract that we have for you, for membership, training, teams or events.

### **Legal Obligation**

Where we need to use your information to comply with a legal obligation, for example to report a child welfare concern.

### **Vital Interests**

For example, to prevent someone being seriously harmed or killed.

## **Consent**

We must also comply with an additional condition where we process special categories of personal information. These include your/your child's medical information. When you enter an event, or sign up for a training or team activity, we may ask for your consent to us collecting the participant's medical details, in order to assist us with running our activities safely. We will only keep the medical details for as long as necessary, and will then remove the information. We will only share those details with those individuals that need the information to carry out their duties in running our activities, and will require those individuals to destroy any copies of the information, once it is no longer required.

## **Vital Interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt.

## **Legal Claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

## **Medical Purposes**

This includes providing first aid and medical treatment.

## **Who has access to your information?**

We will not sell or rent your/your child's information to third parties, or share your information with third parties for marketing purposes.

We may pass your information to third parties for the purposes of carrying out our activities (for example, we use MailChimp to send newsletters). However, when we use third party providers, we disclose only the personal information that is necessary to deliver the service, and we have contracts in place requiring them to keep your information secure and not to use it for their own direct marketing purposes.

We may also pass your/your child's information to other sailing organisations (for example, the RYA, international sailing organisations, sailing clubs) for the purpose of team, training, event or development activities (for example details of sailors in a team for the World Championships).

## **Sending information to other countries**

We may send your information to other countries where:

- We store information on third party websites (for example MailChimp, Facebook, Google Docs, BaseCamp, Box) where the information is stored or processed on computer servers based overseas; or
- We communicate with you/your child when you/your child are overseas, or you use our websites while you are overseas.

If the country is outside of the European Union, it may not have similar data protection laws to the UK.

## Your rights

Your rights are as follows:

- If information is incorrect, you can ask us to correct it.
- You can also ask what information we hold about you/your child and be provided with a copy.
- You can ask us to delete information that we hold about you/your child in certain circumstances, for example where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about you/your child.
- Our use of information about you/your child may be restricted in some cases, for example if you tell us that the information is inaccurate, we can only use it for the limited purposes while we check its accuracy.

## Security

When you give us personal information, we make our best effort to ensure its security on our systems. Where personal information is transmitted normally over the internet/by email (for example your email address), we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Where you have a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential.

## Use of 'cookies'

Like many other websites, we use 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. It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

## Policy Review

We may change this Policy from time to time. This Policy was last updated on 18<sup>th</sup> April 2018.