RCIYC Jersey

Data Protection Policy

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# Personal Data Held

The Club holds personal data on members for the purpose of managing subscriptions and communicating the Club’s activities. These activities may be social, sailing, training (attending courses ran by the Club’s Training Centre) or members may be instructors, who are also employed by the Club.

The Club also has a number of employees. Personal data is held on these employees only so far as is necessary for their employment.

# Personal Data Held Review

At the end of each year, before membership renewals are sent, personal data held will be reviewed to ensure that what is held is still required for the purposes outlined above.

Consent to hold this data will be asked for with membership renewal.

At the same time any data on members who have not renewed during the course of the previous year will be deleted.

Any personal information of employees who have left the employment of the Club more than a year ago will also be deleted. These details are held for at least a year in order to deal with any queries arising from Tax or Social Security issues.

# Data Privacy

The Club will not make available any personal data to third parties. This includes other members and committee members.

# Holding of Data

Data will be held on the Club’s computer system and deleted from this system when necessary to do so.

No information will be held on personal systems.

# Recognition of Document - Signatories

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