

DATA PROTECTION POLICY

The Club takes data protection issues seriously and only collects such personal information as is necessary to achieve its aims. On joining the Club, members are issued with a copy of the Constitution, paragraph 13.ii of which sets out the extent of the data to be held by the Club and who is allowed to access it.

'Details of the membership will be kept in computerised files. The data held therein shall be freely available to all members, but not to persons outside the Club, with the following exceptions;

(a) An abbreviated list containing surnames and membership numbers only: this list may be supplied to a supplier, or trade outlet, offering favourable terms to Club members.

(b) An abbreviated list containing name, postal address, boat name and boat model: this list will be supplied to Broom Boats Limited for the purposes of providing a range of benefits to members. Members will be able to exclude their details from this list through an option on the application form or, at any other time, by explicit written request to the Membership Secretary'.

The purpose of collecting information

It is necessary to retain the **names and addresses** of members in order to send them copies of the Club magazine (*Sweeping Statements*) and to provide them with information about National events (such as the AGM). **E-mail addresses** (where available) are needed to supply Newsletters and information about Regional and National events, while a **telephone number** may be required for urgent communication about safety and other essential matters. In addition, having **information about members' boats** (vessel name, model and basic operating characteristics) is considered helpful when planning cruise-in-company events. It also allows members to share information and ideas about their own particular model of boat. Furthermore, it is necessary to collect such information in order to check the validity of membership applications.

Who can access the information?

The Club was established to encourage the sharing of ideas and experiences between owners of *Broom* boats. To help achieve this, founder members stipulated in the Constitution that all of the Club's database information should be made freely available to members.

All personal information is kept on a secure database, accessible only to other BOC members via the membership section of the Club web-site. Access to this section, and hence the database, is protected from public access by the allocation of unique web-site log-in details, issued to each member on joining the Club and deleted when they resign. The allocation and removal of login permissions and passwords is carried out exclusively by the Membership Secretary and the Web Master, who thus act on behalf of the Club as **Data Protection Officers**. Only the Membership Secretary and Web Master have access to the Club database. From this, a pdf file containing an edited version of the information, is produced. It is this edited file that appears on the web site, not the original. This ensures that the database itself cannot be broken into or corrupted.

In addition to database access by other BOC members, a *limited* amount of information (surname and membership number) can be made available, on request, to those **suppliers that sponsor** the Club. Details of these sponsorship Companies are published on the web site and under the *'Discounts and Offers'* section in each edition of the Club magazine *'Sweeping Statements'*. The information provided to them is only sufficient to allow the validity of a request for discounted services to be checked.

On joining, members can also agree to their postal address and boat details being made available to *Broom Boats Ltd.*, so that relevant information can be sent to them about events and offers made by that Company. Opting in or out of this service can also be carried out at any time by writing to the Membership Secretary. Contact information is only supplied by the Data Protection Officers in response to a *specific* request made by *Broom Boats Ltd.*

In order to encourage interested non-members to make enquiries about the benefits of membership of the Club, telephone and E-mail contact details of all committee members appear in the public section of the web-site, as well as in *Sweeping Statements*.