

Portsmouth Offshore Group Limited

Privacy Policy and Notice

March 2023

Our contact details

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Address: Civil Service Sailing Centre, Weevil Lane, Gosport, PO12 1AZ

Phone Number: 07768 525852

E-mail: secretary@pog-cssa.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details and any skills)
- The name of any partner
- Your vehicle registration number(s)
- Your CSSC and CSSA membership numbers
- The name and details of your boat, together with insurance information
- Your bank details
- CCTV images

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To become a member and to renew your membership
- To apply for a mooring
- To attend a function
- To volunteer for work parties or other duties
- To become a member of Hornet Sailing Club
- To make payments to us

We also receive personal information indirectly, from the following sources in the following scenarios:

- From CSSC and CSSA as part of monitoring your continued membership of those organisations

- From recordings made by our CCTV system

We use the information that you have given us in order to:

- Process membership applications and renewals
- Manage your membership
- Manage the allocation of keys
- Communicate with you
- Allocate and manage moorings and your use of other facilities such as lifts and dinghy storage
- Process membership applications for Hornet Sailing Club
- Process payments
- Arrange events and activities
- Monitor use of our website
- Monitor the security of our premises

We may share this information with:

- Other members
- The CSSA
- The CSSC
- Hornet Sailing Club if you seek to join as an associate member
- Vector Aerospace for security purposes connected with Wicor
- Third parties (such as other sailing clubs or mooring providers) in connection with club events that you attend
- The publishers from time to time of the newsletter
- Authorised third parties, for example when law enforcement bodies (usually the police) require access to CCTV to investigate a crime

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us using the information at the head of this Policy.

(b) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

Generally, we keep your personal information for the duration of your membership (or membership application if you do not progress to membership) and for a period of 2 years thereafter. We will then dispose your information by deleting it from our database and from our archived email.

Some personal information will not be deleted. For example, information about you published in the newsletter will be retained in the newsletter archive.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact information at the head of this Policy if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact information at the head of this Policy. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>