



Tonbridge Town Sailing Club Ltd

General Data Protection Regulations (GDPR) – Privacy Notice

Issued: 14th May 2018. Revised 19th November 2025

1. Tonbridge Town Sailing Club Ltd (TTSC) is a non-profitable organisation that promotes family membership of a dinghy sailing club, racing, dinghy sailing training, other water-based activities including Radio Controlled Yachting and Stand Up Paddleboarding and associated social events.
2. TTSC's policy is to only hold the personal data of TTSC members for the purposes of running and administering the club and that any information held is for the explicit use of TTSC officials detailed in this document. This document will be available to view and download from the TTSC website www.tonbridgesailing.org. The person responsible for overseeing data protection at TTSC is **Chris Rhee** (The data protection officer).
3. TTSC will only hold the following personal details relating to members:
 - Full name**
 - Address**
 - Telephone numbers**
 - Email address**
 - Children's Age** (Only held to identify children suitable for junior club)Other non-personal details such as sailing experience, boat type owned may also be held.
4. The personal information detailed in (3) above will be collected from the membership application form when an individual applies for new membership or to renew membership at TTSC. Both new members and members renewing their membership will be asked to sign the TTSC "membership application form" to confirm that they have read and understood the details of this "Privacy Notice."
5. TTSC membership details will be under the control of the TTSC **membership secretary** and held on a password protected Excel spread sheet, the "membership spreadsheet." The membership spreadsheet should only be edited by the membership secretary. The membership secretary will transfer the personal data detailed in (3) above to the TTSC membership spreadsheet.
6. The paper membership application forms will be retained by the membership secretary for a maximum of five years (until the 31st of December) when the forms will be destroyed. The paper forms will not be shared with anyone and will be securely stored by the membership secretary.
7. The membership secretary will keep a log detailing when and to whom the membership spreadsheet was emailed.

8. The membership spreadsheet may be shared via email to the club's officials (detailed in 10. below) only. The file will be password protected.
9. The following TTSC officials will be allowed to view membership details held on the membership spread sheet. The list below also details the reason each official requires access to the members details.

Commodore	Requires access to membership details to support the membership secretary and other club officials in the event of their absence.
Membership Secretary	Will control the password protected membership spreadsheet and its issue to club officials. The membership secretary also ensures membership dues and boat parking fees are paid.
Training Administrator	Requires membership details, names telephone numbers and email addresses to ensure students are eligible to attend training courses and communicate with students regarding course details. The training administrator will also be informed via the training enrolment form of any medical condition and details of next of kin. This information will be shared with the training principal only. The training enrolment forms and details of any RYA certificates issued will be held securely by the training administrator or training principal for a maximum of two years when they will be destroyed.
Training Principal	Requires membership details, names, telephone numbers, email addresses to communicate with students regarding training courses, inform instructors of any medical conditions and support training administrator in the event of his/her absence.
President and appointed Marketing Communications Officer	Members names and email addresses are required for monthly news bulletin, "Shroud & Clear" and any other TTSC communication.
Sailing Secretary	Members names and email address are required for DutyMan.
Rear Commodore	Requires names and email addresses to notify members of race results/awards. Additionally, to contact members with any specific news regarding race events.
Junior Club co-ordinator	Requires age, knowledge of any medical conditions and parent contact details of junior club attendees.

10. No data related to TTSC members will be passed to any other person or organisation.
11. Members have the right to view or request that any of their personal details (see 3 above) are removed from the TTSC membership spread sheet by contacting in writing the club commodore or data protection officer detailed in 2 above or by emailing, contact.ttsc@gmail.com. The membership secretary will be directed to destroy the members record as instructed and delete them from the "membership spreadsheet." An updated membership spreadsheet will be emailed to all club officials detailed in 10 above along with an instruction to delete the previous copy.

12. Membership details will be held for a maximum of five years. They are held for the use of the membership secretary and the marketing communications officer with the sole purpose of encouraging lapsed memberships to be renewed. After five years, the "membership spread sheet" will be deleted/destroyed. An updated membership spreadsheet will be emailed to all club officials detailed in 10 above along with an instruction to delete the previous copy.
13. For the purposes of safety whilst undergoing training it is a requirement of sailing's national association (The RYA) for the training administrator, training principal, senior instructors and assistant instructors to be aware of any medical condition that may affect a student participating in a RYA Level1/Stage1, Level2/Stage2 training courses, or any other organised training such as Youth Race Training..
14. For the purposes of safety and the welfare of children under their control it is necessary that the junior club co-ordinator has knowledge of any medical conditions and parent contact details of junior club attendees.
15. TTSC requires all students to complete the "training enrolment form" and if under the age of 18 a "parental consent declaration" signed by their parent/guardian. These paper documents may contain details of any medical conditions and will be returned to the training administrator and the details shared with the training principal and where necessary the junior club co-ordinator. Copies will not be made. Any medical information detailed will be shared verbally by the training principal at the instructors briefing, prior to the start of the course, with all Instructors delivering courses.
16. The documents in 15 above will be held for the duration of the sailing season only. The above documents will be kept secure by the training principal and training administrator and destroyed by the training principal.
17. Where TTSC delivers an inshore Power Boat Course and following successful completion of the course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal on www.rya.org.uk. The data will be stored on the RYA's central database. This information allows the RYA to record your qualification; to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's privacy policy at www.rya.org.uk/go/privacy.
18. Where an RYA certificate is issued which is not required to be registered online, the following will apply: On successful completion of any of the following RYA Level1, Stage1, Level2 or Stage2 courses your name, certificate number and date of issue will be stored by the TTSC Training Principal for up to two years. This information allows us to verify or replace your certificate if required." If a candidate does not wish their details to be stored, then please contact the club's data protection officer using the email address detailed in para (20) below. However, the candidate should be aware that neither TTSC nor the RYA will be able to replace or verify their certificate in the future.
19. In the unlikely event that the TTSC membership spread sheet or any data contained within the file relating to club members is lost or mislaid by a TTSC official, the TTSC Commodore or data protection officer must be notified by email contact.ttsc@gmail.com within 48hrs.