

Privacy Notice for SAMM Group

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What personal data does SAMM collect?

The data we routinely collect includes members' names, addresses, email addresses. We collect this data directly from our members when they join the club.

For some of our members we may have additional information such as committee memberships and sailing qualifications.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

Who is your data shared with?

Your personal data is not passed on by us to any organisations.

Where does this data come from?

Data for most of our members comes from them when they join **SAMM** or when they update their information by written request.

How is your data stored?

This information is mainly stored [in digital form on computers] and [in the form of written documents, e.g. Application Forms] stored at the Membership Secretary's premises.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do [not] have a [statutory requirement to have a Data Protection Officer](#). The person who is responsible for ensuring **SAMM** discharges its obligations under the GDPR is **The Commodore**.

Who has access to your data?

Members of the committee of **SAMM** have access to members' data in order for them to carry out their legitimate tasks for the organisations.

Members of **SAMM** are given access to data for specific tasks, such as sending emails or contacting another member by phone.

Members have to log in to the **SAMM** website homepage using a secure password in order to access the members list.

What is the legal basis for collecting this data?

SAMM collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation.

[Similarly, personnel data is kept in compliance with our legal obligations.]

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact **the club secretary by using the contact page on the website.**

You can contact us with a "[Subject Access Request](#)" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does SAMM collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data/Of these categories.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we are able to provide you with in the way of written information.
- You may choose not to receive information emails from **SAMM** (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your club membership by contacting **the club secretary via our contact page.**
- **How long we keep your data for, and why?**
- We normally delete members' data after they resign or their membership lapses. However, we may keep any former member's details for a period of time in case the member wishes to re-join.
- Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.
- **What happens if a member dies?**
- We normally delete members' information after they die.
- **Can you download your data to use it elsewhere?**

- This service is not available to members but the web manager would be happy to oblige.