



Galway Hooker Sailing Club
proud affiliate of



Galway Hooker Sailing Club (GHSC)

Data Protection, GDPR & Privacy Statement

GDPR for Committee Members

The 8 rules of GDPR that must be followed by the GHSC Committee are;

1. Obtain and process information fairly.
2. Information gathered is kept only for a specified purpose.
3. Process information only in a way compatible with the purposes for which it was given.
4. Information must be kept safe and secure.
5. Information must be accurate and kept up to date.
6. Information must be adequate, relevant and not excessive.
7. Information must be retained for no longer than is necessary
8. If a person requests a copy of his/her/their data, then it must be given.

All information provided to GHSC by, and/or about, members will be stored in electronic format on GHSC drives or within GHSC email accounts. Any information that cannot be stored electronically (e.g. if we need to hold onto paper versions of specific certifications, Garda vetting, etc) will be kept in a locked documents box or cabinet in the meeting room at Claddagh Snooker Hall.

Any person contacting, or giving information to, GHSC either via email accounts, Website, Checklick, WhatsApp groups, Social media accounts, Spond, SumUp or by general post is considered GHSC data and is covered under the GHSC Data Protection, GDPR and privacy statement. A Systems Audit will be conducted annually to maintain a list of systems/apps used by GHSC, who has access to these systems and for what purpose.

Only those Committee members who require certain Special category data may have access to it and must have a valid reason for doing so. Under no circumstances should data be shared outside GHSC without prior consent of Data Controllers - this includes but not limited to messages, posts, emails, screenshots etc - these all must remain within GHSC and should not be shared outside of GHSC unless prior consent is given by the Data Controllers.

GHSC is affiliated with and governed by Irish Sailing (IS). As such, they can/may have access to certain GHSC members personal information e.g. contact details.

Should a member's data be requested by a third party, that member must give expressed consent for us to do so.

A data breach can be classified as unauthorised access to someone's personal data or if that data is lost or stolen. If there has been a breach of someone's personal data or you are unsure, please report it right away to our Data Controller. By law, we have to report a breach to the Data Commissioner

within 72 hours of it being identified. Should a breach cause harm to an individual, then that individual must also be informed of this.

GHSC Data Controllers will be the Membership Secretary - as the primary, with the Secretary and Treasurer as Secondaries. No information is to be shared outside of GHSC without prior consent from the GHSC Data Controllers.

Since reporting a breach is time sensitive, we will have two committee members you are able to report to, should one of the other controllers not be available. These are the Commodore and the Child Protection Officer. Should a breach occur, a data breach form will be filled out and contact made with the Data Commissioner.

Every year at renewal of membership, all new and existing members will be asked to fill out an application (membership) form thereby keeping all information accurate and up to date.

An individual member has the right to a copy of their personal data. Please ask for this request to be put in an email to galwayhookersc@gmail.com, we must inform that member of the fact that we are processing their request and also how we are carrying this request out. This must be done as soon as possible but in any case, it should take no longer than one month.

A member also has the right to have their information returned to them or forwarded on to another.

In certain situations, we may have to retain information longer than we normally would e.g. child welfare cases or legal cases.

As an organization and as Committee members we have an obligation to safeguard and respect our members personal data in accordance with the EU's General data protection rules. If you have any queries, please don't hesitate to contact me. Further information can be found on the datacommissioner.ie.

Privacy Statement

Why do we keep your personal data?

For the purposes of carrying out Galway Hooker Sailing Club (GHSC) related activities. GHSC may use your information (which includes photographs) for use in membership, notifications and communications, social media (photographs only), classes/events/regatta registrations, affiliations with other clubs (namely Irish Sailing), licenses, keeping track of personal training/skills and qualifications and in compliance related activities.

Who has access to your data?

Only the Galway Hooker Sailing Club committee has access to your data. When dealing with Special Category data e.g. Medical data, then that data will only be accessed when and if required and only by those committee members who require it.

We are affiliated with Irish Sailing as they are the governing body for sailing, powerboating and wind surfing in Ireland. As such, they may request/have access to the contact details of our members for the purposes of e.g. registration of events or instructor certifications.

Who is the data controller?

Galway Hooker Sailing Crew committee are the Controllers of your personal data.

What information do we hold?

- Identifying data and contact information of the member.
- Next of kin contact details supplied fall under the terms of implied consent.
- Information provided by others e.g. instructor training reports, club affiliations, etc.
- Information you have consented us to use e.g. Garda vetting, medical history, etc.

How is your data stored?

Where possible all data will be stored online and is encrypted. In some cases where that is not possible, we will store this information in a locked box/cabinet.

How long will we keep your data for?

Should you want to remove, receive a copy of or have your data forwarded onto a third party/club from our database, we will endeavour to do it as soon as possible but in any case by law it will be carried out in less than one month.

Some data however, for legal or regulatory purposes, may have to be retained. Should a situation arise where there is a legal obligation (e.g. child welfare) it may be necessary to keep your personal data for the establishment, exercise and defence of legal claims or other.

What are my privacy rights?

You have the right to update, rectify or have your personal data deleted if you wish. You have the right to object to certain information being processed or withdraw your consent altogether.

Should you wish to do any of the above, please contact the GHSC by email.

Where can I get further information on GDPR?

Further information is obtainable directly from the Data Protection Commissioner

Website: www.dataprotection.ie

Address: 21 Fitzwilliam Square South, Dublin 2, Ireland.

Phone: 0761104800

How to report a breach or make a complaint?

Email the Data Commissioner at info@dataprotection.ie

The intention of this GDPR and privacy notice is to provide you with a general outline of how, for what purpose and who can access and use your personal data and is in accordance with the European Union's General Data Protection regulation(GDPR). If you require further details or clarifications please contact our GHSC Data Controller by email at galwayhookersc@gmail.com.

This policy is valid from May 2020 and will be reviewed every 2 years. The names of the current committee members of GHSC can be found on our club website committee page - <https://www.galwayhookersailingclub.ie/committee>. Any documents, policies or procedures referred to in this policy can be found at any or all of the following locations;

- Files section in SPOND
- Our club website www.galwayhookersailingclub.ie
- On request from any Committee Member

Last reviewed : 6th March 2025