

## **Friends of MV Freedom**

### **Privacy Policy**

**1. Introduction.** This privacy policy sets out the way we process your personal information. It deals with how we collect information, what we do with it, how we protect it and what controls or rights you have. We may change this policy from time to time. The date this policy was last updated is shown at the end of this document. As a data controller, we endeavour to fully comply with the Data Protection Act 1998 and the General Data Protection Regulations (EC Directive) 2016 (GDPR).

**2. Your Privacy – our promise.** We are committed to protecting the privacy of our members and volunteers and will treat all information you give us with care. We promise to: Tell you why we collect personal information, how we do this and what we use it for. Only collect the information we need to effectively run and manage the charity. Never sell your personal information or let other organisations use it for marketing. Keep the personal information up to date and ensure it is safe and secure.

**3. Who we are.** This policy refers to The Friends of MV Freedom a registered charity, number 283955. We have no registered office but our Secretary's address is 8 Bedford Terrace, Long Bredy DT2 9HW

**4. What information we collect and how we collect it.** We collect personal information about you to enable us to effectively run the charity. This includes: Name and address. Email address and telephone numbers. We collect details of certain Marine Qualifications and Certificates from some volunteers to be satisfied that we comply with Marine & Coastguard Agency and Royal Yachting Association Regulations and requirements. We collect information from our clients that includes names and contact numbers. We do not use or disclose sensitive personal data, such as race, religion or political affiliations without your explicit consent. We collect the personal information in the following ways: When you provide information by filling in an application form for membership, either electronically or on paper. We record your name on the ships log when you crew the boat. We make a note of you details when you book a trip.

**5. How we use the information and why we need it.** We use the personal information to run the charity effectively. We use it to contact you in order to share information with you, to ascertain your availability to crew, to advise you of events and functions. The information with regard to certain qualifications is used by the Trustees to satisfy themselves that the Charity is complying with relevant legislation and regulations with regard to operating the boat. Information regarding the Trustees is required to satisfy the requirements of the Charity Commission. Training records of our crews is kept in order to demonstrate ongoing training and development and to evidence levels of competence. Information collected from our clients is used to provide information about our trips and cancellations and to advise them of events. We also use information from our clients to reclaim Gift Aid from HMRC.

**6. Who will see the information?** Your information will only be accessible to certain volunteers and officers of the charity and only where it is appropriate in respect of the role they are carrying out. We will never sell your information or let other organisations use it for their own purposes. We will only share your personal information: If you have consented to us doing so and for the specific reason your consent was given. We will share it when we are legally required to, or because of a lawful request by a governmental or law enforcement authority.

**7. Security.** The security of your personal information is very important to us. All information you provide to us is stored on charity owned computers protected with security. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Website or Facebook; any transmission is at your own risk. We will always ask for your permission before we post any information or picture of you on our Facebook page. Our volunteers must always obtain permission from our clients and sponsors before using any of their personal information, including photographs on our Facebook page or website. Once we have received your information, we will use Commercial Software and basic security measures to try to prevent unauthorised access.

**8. Your rights.** You have the following rights: Transparency over how we use your personal information (right to be informed). To request a copy of the information we hold about you, which will be provided to you within one month (right of access). An update or amendment of the information we hold about you (right of rectification). To ask us to stop using information (right to restrict processing). Ask us to remove your personal information from our records (right to be forgotten). To obtain and reuse your personal data for your own purposes (right to portability).

You can write to us about any of these rights at the address in paragraph 11 or by email to [secretary@mvfreedom.co.uk](mailto:secretary@mvfreedom.co.uk) There is no charge for a request and we will respond to the request within one month.

**9. Retention of information.** We hold your information only for as long as necessary for each purpose we use it. This will normally be for the duration of your membership unless for legal reasons it is necessary to retain it for a longer period.

**11. How to contact us.** If you have any questions about this privacy policy or your rights regarding processing your personal information, or wish to make a complaint please contact:

The Secretary, Friends of MV Freedom, 8 Bedford Terrace, Long Bredy DT2 9HW. Email [secretary@mvfreedom.co.uk](mailto:secretary@mvfreedom.co.uk)

This policy was last updated on 14/6/2019

**This Policy was reviewed on 16<sup>th</sup> July 2022 by Stephen Evans**