

Privacy Statement

Introduction

This privacy notice explains how and why we collect your / your child's personal information and what we do with that information. It also explains your rights in relation to the information. Where we use "your child", we also refer to vulnerable adults.

Who are we?

UKLA is a members' association and provides sailing activities to members and visitors alike. Although we have a paid administrator, lots of the work is done by committee members and other volunteers. You can find details of the current Committee members and staff on our website. More formally, we are the UKLA with a correspondence address at UKLA, PO Box 2176, BN25 9EQ.

How do we collect information from you?

We collect information from you, via [our website](#) and any websites/pages set up by us, for example when you sign up for an event, buy a membership subscription, or sign up for our newsletters, as well as via any correspondence with you. We collect information when you volunteer and interact with our social media channels. We collect information that we need to contract with suppliers including coaches and sailing clubs.

What type of information is collected from you?

The personal information that we collect might include your/your child's name, address, email address, date of birth, gender, parents' details, emergency contact details, medical information, as well as photos or videos. If you make a payment to us, your payment details are collected by our third party payment processors.

How is your information used?

We may use your information to:

- Manage membership subscriptions.
- Manage events, training, and other activities that we run.
- Publish details of participants, results and rankings, as well as information about our activities, or the activities of our members. When we do this, the information is restricted to the sailor's name, gender, club, World Sailing age, photos or videos.
- Publish contact information for our Committee members and other volunteers
- Process orders that you place.
- Communicate with you about the activities of the UKLA both in paper and electronic format.
- Manage the activities of UKLA by holding information needed such as debts outstanding and a record of disciplinary matters
- Profiling. We may use your/your child's personal information for profiling purposes (for example to analyse and report participation by age/gender).





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We review regularly the data that we hold, and will only hold your / your child's personal information on our systems for as long as is necessary for the relevant activity. In the case of some information, such as results, we may keep the information indefinitely to preserve a historic record of sailing activity and performance, for research or statistical purposes, or to promote or communicate the activities of the UKLA.

Our Legal Grounds for using your information

Consent

Where you have consented to our use of the information.

Contract

Where we need the information to effectively carry out the services that we supply, as a result of the contract that we have with you, or to take specific steps before entering into a contract, for membership, training, or events.

Legal Obligation

Where we need to use the information to comply with a legal obligation, for example to report a child welfare concern.

Vital Interests

Where we need to use the information to protect a vital interest, for example, to prevent someone from being seriously harmed or killed.

Special Category Data

We must also comply with an additional condition where we process special categories of personal information. These include your / your child's medical information. When you enter an event, or sign up for a training activity, we may ask you for the participant's medical details, in order to assist us with running our activities safely. We will only keep the medical details for as long as necessary and will then delete the information. We will only share those details with those individuals that need the information to carry out their duties in running our activities and will require those individuals to destroy any copies of the information, once it is no longer required.

Legitimate Interests

This means that the processing is necessary for our legitimate interests, except where the processing is unfair to you / your child. We rely on legitimate interests for most of the ways in which we use your/ your child's information. Specifically, we have a legitimate interest in:

- Providing sailing activities and related activities.
- Providing membership of UKLA and communicating with the membership.
- Safeguarding the health and/or welfare of participants in our activities, including arranging the provision of first aid and medical treatment.
- Promoting our objects and interests. This includes promoting our activities, and more generally the sport of sailing, both in the UK and overseas.
- Facilitating our operations and activities.



- Processing information as necessary to establish or exercise legal rights or defend legal claims. This allows us to share information with our legal advisers and insurers.
- In addition, your / your child's personal information may be processed for the legitimate interests of others. For example, we may use the information about you / your child when investigating a complaint made by a participant in one of our activities.

Photos and Videos

Participants in our sport generally want to celebrate and publicise their activities, but we also recognise the risks involved, especially for young people, if this is not managed properly, including the use of inappropriate images or where accompanied by significant personal information.

Our sailing and related activities take place in public and/or from venues that we do not control or manage. With limited exceptions, we have no control over photos or videos taken in these environments or their publication on third-party sites, including on social media.

Our activities typically involve UKLA or third-party photographers, race officials and/or coaches taking photos and/or videos of an event, including the participants sailing, preparing to sail or coming off the water and de-rigging, the venue, briefings and prize-givings. These are often wide-angle and general in nature and may include sail numbers of competitors.

It is usually not reasonable, practical or proportionate for UKLA to secure consent for every participating child in order for photos or videos to be taken of an event or to attempt to prevent photos or videos from being taken.

We use these photos and videos, even if they may be classified as personal data, for internal and external promotion and marketing purposes, including use on our website and social media platforms and by our sponsors and so that we can conduct our activities. Our use of these images falls within at least the contractual and the legitimate interest bases for processing such data.

Where images are personal data and we are not relying on contractual or legitimate interests as our basis for processing, we will rely on consent as our lawful basis and will approach you for consent before use. Otherwise, as set out above your consent is not required.

Image Rights

Participants in UKLA events automatically grant to the UKLA without payment the right in perpetuity to make, use and show any photos or videos relating to the event, subject to their legal rights to control the processing of their data.

Who has access to your information?

We will not sell or rent your / your child's information to third parties, or share your information with third parties for marketing purposes.

We may pass your information to third parties for the purposes of carrying out our activities (for example, we use MailChimp to send newsletters). However, when we use third party providers, we disclose only the personal information that is necessary to deliver the service, and we have contracts in place requiring them to keep your information secure and not to use it for their own direct marketing purposes.





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We may also pass your / your child's information to other sailing organisations (for example, the RYA, international sailing organisations, sailing clubs) for the purpose of training, event or development activities.

Sending information to other countries

We may send your information to other countries where:

- We store information on third party websites (for example, MailChimp, Facebook, Instagram). where the information is stored or processed on computer servers based overseas; or
- We communicate with you / your child when you / your child are overseas, or you use our websites while you are overseas.

If the country is outside of the European Union, it may not have similar data protection laws to the UK.

Your rights

Your rights include the following:

- You can also ask what information we hold about you / your child and be provided with a copy.
- If information is incorrect, you can ask us to correct it.
- You can ask us to delete information that we hold about you / your child in certain circumstances, for example where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about You / your child.
- Our use of information about you / your child may be restricted in some cases, for example if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

Security

When you give us personal information, we make our best effort to ensure its security on our systems. Where personal information is transmitted normally over the internet/by email (for example your email address), we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Where you have a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential.

Use of 'cookies'

Like many other websites, we use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. It is possible to switch off cookies by setting your browser preferences. Switching cookies off may result in a loss of functionality when using our website.

Policy Review

We keep this Policy under regular review and may change it from time to time. This Policy was last updated in July 2022.

