



PRIVACY NOTICE

How we use your personal information:

Why do you have a Privacy Notice?

We want to be clear with you about how we use your personal information and data. We want to treat you fairly, legally and in an open way. Personal information includes any information that could be used to identify you, such as your name, home address, contact number and other personal information. We hope to answer all your questions here, but if you wish to read more you can ask us for our Data Protection Policy.

Where do you get my personal information and data from?

If you are under 18 years old, most of your personal information will have to be given to us by your parents or legal guardian. For those over 18, most of your personal data is given by you, but there are times when we would obtain some of it from elsewhere – for example if you were coming as part of an organised group, some of your data may be supplied to us by the organiser of the group. We only collect enough personal information to keep in contact with you about your voyage, and to keep you safe when you are onboard. This gives us both a legitimate interest and a legal obligation in collecting your data. We can't keep you safe if you remove your consent so if you decide to withdraw your consent, or do not give your consent you will not be able to join us onboard.

What information do you collect?

We have a legitimate interest and lawful basis for collecting the following information:

- Name, age, address, and medical data of those joining a voyage with The Trust, together with emergency contact details of their next of kin.
- Personal information of Donors to process donations and payments.
- Personal information on Staff for Payroll purposes
- Personal information on staff, contractors and volunteers for DBS purposes
- Personal contact information on staff, volunteers, contractors and Trustees to ensure the smooth running of the Trust.
- Any other information in the pursuit of the Trust's charitable aims.

Why do you need my personal information?

Unless specific consent has already been agreed your personal data will only be used for the following purposes:

- For our legitimate business purposes in the running of a sail-training charity
- To satisfy our legal obligations under the requirements of the Maritime and Coastguard Agency and other official bodies
- For the safety and welfare of voyage participants
- In the event of an emergency
- Feedback to funders

- For anonymous statistical analysis

Do you share my personal information or data with anyone?

We never share the personal information with anyone outside our organisation unless it is necessary and appropriate to do so.

How long do you keep personal information about me?

We only keep your information as long as we need. We will keep the information that you supply for a maximum of seven years whilst we still have a legitimate interest or legal obligation to do so.

Can I see the information that you hold about me?

You have the right to see the information that we hold about you. This is called a subject access request.

If you have any questions about your personal information, or would like to make a subject access request, please get in touch with Judy Harrison, judy@seachangesailingtrust.org.uk 07708 656854

By Post: Sea-Change Sailing Trust, Downs Road, Maldon, Essex. CM9 5HG

What if the information you hold on me is incorrect?

If we hold information about you that is incorrect, we will correct it within one month of you informing us.

Can I ask you to delete the personal information that you hold about me?

Yes – you can. Remember that you we need some information to keep you safe on a voyage with us, so if you ask us to delete all your information you will not be able to sail with us.

We will delete information after receiving a request to do so unless a legal situation or legitimate interest prevents us from doing so.

Remember...

Sea-change Sailing Trust is committed to upholding the law in respect of the storage and use of your personal data, and places high importance on the correct, lawful, and fair handling of all personal data, respecting the rights, privacy, and trust of all individuals.