



Peterborough Sailability

Standard Operating Procedure

SOP 14: Privacy & Data Protection Policy



This policy explains when and why we collect information about you, how we use it, how we keep it secure and the circumstances when it may be disclosed to others. The policy also explains your rights in relation to that personal information.

Who are we?

Peterborough Sailability is a charitable organisation operating at Ferry Meadows in Nene Park that offers people with disabilities living in and around Peterborough area the opportunity to go sailing. The organisation is staffed and run entirely by volunteers, overseen by a group of appointed Trustees and managed by an Operations Committee with designated officers taking specific responsibilities.

When do we collect your personal information?

- When you volunteer initially as a helper
- During your tenure as a volunteer
- When you attend as a sailor with disabilities / carer

What type of information do we collect and why?

- Your name, address, email address and phone number(s) in order to contact you.
- The name, address and phone number(s) of your next of kin / emergency contact, for use in an emergency only.
- Details of any relevant training or experience that you may have that is applicable to your contribution as a volunteer or as a sailor with disabilities.
- Details of your current occupation and recent employment history to assess your suitability as a volunteer. *
- Your membership of other voluntary organisations to determine relevant applicability and time constraints. *
- Names and addresses of your referees for the seeking of references as part of our recruitment process for volunteers. *
- Necessary Personal identification documents for the verification part of the DBS checking process. These documents will not be retained, just viewed. *
- Your DBS certificate, including any content that may be recorded by the DBS service. This is required to check whether you have cleared the DBS process, or whether a decision has to be made on the grounds of suitability, based upon the recorded content. This document will not be retained, just viewed. *
- Following receipt of your enhanced DBS check certificate you can choose, as a volunteer, to join the DBS update service. If you choose to join the update service your DBS certificate number and date of birth will be retained by us, so that regular DBS checks can be carried out. This negates the need for you to repeat the full DBS process at a future date. *
- We will keep records of relevant training or skills and qualifications you have gained. These include Award Scheme Certificates, RYA qualifications, Quad bike training, First Aid Certificates, etc. The purpose of retaining these records is to provide recognition of achievement and progression, to ensure we do not ask you to do anything for which you have not been suitably trained or qualified and to fulfill our legal obligations, where applicable.
- You need to make us aware of limitations that arise from physical or mental conditions that restrict your ability to sail safely or to perform other tasks. We need to be aware of these limitations in order to ensure that suitable support can be provided or reasonable adjustments made. You will not be asked to provide details of any medical condition you

may have, as this is sensitive data and we do not need to be advised. This applies equally to both volunteers and sailors with disabilities. It is your responsibility to inform us immediately and keep us updated of any change or onset of relevant limitations.

In the case of sailors with disabilities this information may need to be provided by their authorised adult.

- A request prior to being taken out on the water could be “Is there anything I need to know to enable you and I to sail safely? This will be sought verbally and will not be recorded. It is however essential for the health and safety of the sailor with disabilities and the volunteer(s) that this information is provided when requested.
- Photographs or videos may be taken from time to time of you (sailors with disabilities, carers and volunteers) during activities. These images may be published online or in print to promote Peterborough Sailability. Your consent for the use of such images will have been obtained prior to their use. In accordance with current legislation, names, but no other identifying information can be published with the images.

*Applicable to Volunteers only

When do we share your information?

- Providers and organisers where you have requested and been selected to attend an event or external training course.
- If we are under a duty to disclose or share your personal information to comply with any legal or regulatory obligation.

We will only disclose as much information as is required for the third party to fulfill the particular function.

How long do we keep your information?

For as long as you attend the club as a volunteer or a sailor with disabilities and for as long afterwards as it is in the legitimate interest of the organisation or, for as long as is necessary to comply with our legal obligations and the defence of legal claims.

We review our database and paper records annually for inactive volunteers and users and will contact you to see if you are still interested in our services. If you do not respond we will consider you inactive and delete/destroy your records.

Where do we store your personal information?

- Paper records will be stored securely in a locked filing cabinet.
- Electronic records will be stored on password protected devices and, on the Peterborough Sailability secure database stored on our Web Hosting site.

Only authorised volunteers will have access to your personal data and only to the section of your personal data for which they have a legitimate purpose. For example the Sailing Instructor will be able to access your training records.

What are your rights?

In relation to your personal information, you have the right:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal information corrected
- To have your personal data erased in certain circumstances
- To object or restrict how your personal data is processed
- To have your personal data transferred to yourself or another business in certain circumstances

You can exercise these rights by making a request via the Peterborough Sailability secretary on email: p.sail@hotmail.co.uk

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