



Information for IACH Members regarding Data Privacy

This guide is for all International Association of Cape Horners members and is in line with UK Data Protection Law. It is based on European General Data Protection (GDPR) 2016 legislation and the UK Data Protection Act 2018, still relevant following separation from the EU. Each member, has a vital part to play in looking after all members' personal information if they have access to it. Please read this brief guide so you understand the background and principles and how we all need to follow them in our membership of the Association. The

Data Protection legislation applies to all personal data processed by automated means such as computer systems like our online members' area or digital communications including email or social media posts, or by manual processing which forms part of a 'paper filing system' (any paper records which are structured in some way, such as in chronological, alphabetical or numerical order).



Personal Data is any information relating to an identifiable living person, known as the Data Subject. For the IACH this could typically include: name, membership number, email or postal address, phone number, date of birth, or sailing achievement data.

NOTE: We do not capture or hold certain special categories of personal information which require special attention such as: racial or ethnic origin, religious or philosophical beliefs, trade union membership, health information (including access or dietary requirements), sex life or sexual orientation and political opinions or sensitive data relating to criminal convictions or about children.



There are six principles of GDPR that must be followed - explained below. These principles are all equally important and ensure that we treat other people's information with the same respect we would want our own to be treated. Under data protection legislation, we must also keep records of our personal data processing activity. This is known as accountability. It is vital that any new personal data processing activity is first discussed & approved by the IACH Committee.

1. ***We must be transparent, fair and lawful in our processing of personal data. This means we must tell people what we are doing with their information and why. We must have a lawful basis to process their personal data, otherwise we mustn't. If we intend to send people information about an event, we must have their consent to do this first.***
2. ***We must only process people's personal data for a specific purpose or purposes. For example, we can't collect information for one reason and then use it for another purpose.***
3. ***We must minimise the information we collect to what is adequate and relevant. We only collect what we need, no more and no less than necessary for the purpose we collected it.***
4. ***We must ensure we keep personal information accurate and up to date in our systems and paper records including when requested to do so by an individual.***
5. ***We must only retain information for as long as is necessary for the specific purpose it was collected. We don't keep people's information just because it may come in useful one day.***
6. ***We must ensure that we treat information we hold securely. Providing appropriate data protection awareness is part of this principle. Using passwords to access systems and making sure our own offices are physically secure from intrusion. If a committee member or member handles personal information, privacy must be respected and not abused.***

Individual Legal Rights

Under recent data protection law, we all have enhanced rights and freedoms. This means that IACH is now obliged by law to respond directly to an individual exercising one of these legal rights.

Data Subject Right applied within IACH

membership secretary notified

Committee work with relevant people to action the Data Subject Right

It begins with the **right to be informed**. We must tell people what we are doing with their personal information. In addition there is the:

- **right of access**. If asked, we must provide people with the personal information we have about them.
- **right to rectification**. If someone's personal data isn't correct, they can now demand that we rectify this.
- **right to restriction**. If required, we may need to stop processing people's information for a period of time.
- **right to erasure**. People can ask for their information to be deleted, unless there is good reason for us not to.
- **right to object**. People have the right to object to our processing of their information, including for marketing.

There are other rights but these are the main ones for the IACH.

Personal Data Breach

Under GDPR, we are now obliged to notify the Information Commissioner (data protection regulator) of a personal data breach within 72 hours. So, any potential breach must be reported to the.

A **personal data breach** can take many forms - if you are unsure please ask the membership secretary or a Committee member who can help you assess the incident. Examples may include:

- losing a contact list or any document that holds member contact details.
- sending an email that displays members personal email addresses in the "To" or "Cc" field (use BCC).
- publishing images of identifiable visitors enjoying a recent event, without their permission.

Always use the members and committee area facilities to store and access information especially when emailing large groups. This is more secure and will prevent email addresses accidentally being disclosed.

Becomes aware of a potential data breach

Immediately notifies memsec@capehorners.org

Committee assess and potentially trigger a formal review

The IACH promotes awareness of and maintains sailing achievements for everyone. To do this we need to process personal data for members. This personal information is entrusted to us, we do not "own" it and have to protect it in accordance with the law. If we all play a part in looking after other people's information with the care and respect that we would want our own information to be treated, in line with this leaflet, we will be within the law. If you have any queries in relation to personal data privacy, please contact memsec@capehorners.org.

