

BURNHAM WEEK LIMITED PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our Participants and organisers, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website (www.burnhamweek.com) regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5 We use some words which have the following meanings:

"Helper" means a person involved in the running of Burnham Week in whatever capacity, whether or not a director or officer of the Company.

"Participant" means a person participating in Burnham week through entering his or her boat.

2. Who are we?

- 2.1 We are Burnham Week Limited (the "**Company**"). We can be contacted at info@burnhamweek.com.
- 2.2 We run the annual regatta known as Burnham Week, through being the 'organising authority' affiliated to the RYA.

3. What information we collect and why.

3.1 Participants

Type of information	Purposes	Legal basis of processing
Participant's name, address, telephone numbers, e-mail address(es).	Managing the Participant's participation in Burnham Week.	Performing the Company's contract with the Participant.
	Contacting past participants to obtain views about Burnham Week and/or promote future Burnham Weeks.	Consent. We will seek the Participant's consent on their application form and the Participant may withdraw consent at any time by

		contacting us by email or letter.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Participant's vital interests and those of their dependants.
The Participant's name, crew name, boat name and sail number	<p>Managing race entries and race results.</p> <p>Compiling fleet lists for the Company's website, on which these details will appear.</p> <p>Sharing race results with clubs, class associations, and the RYA, and providing race results to local and national media.</p> <p>Allocating moorings and compound spaces.</p>	<p>For the purposes of our legitimate interests in holding races for the benefit of Participants.</p> <p>For the purposes of our legitimate interests in operating and promoting the Company.</p>
Photos and videos of Participants and their boats	Putting on the Company's website and social media pages and using in press releases.	Consent. We will seek the Participant's consent on their application form (on behalf of the Participant and any crew) and the Participant may withdraw consent at any time by contacting us by e-mail or letter.
Participant's name and email address	Passing to the RYA for the RYA to conduct surveys of Participants. The surveys are for the benefit of the Company (and clubs) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Company and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.

3.2 Helpers

Type of information	Purposes	Legal basis of processing
Helper's name, address, telephone numbers, e-mail address(es).	Managing the running of Burnham Week.	For the purposes of our legitimate interests in operating the Company.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Helper's vital interests and those of their dependants.
Photos and videos of Helpers	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Helper's consent and the Helper may withdraw their consent at any time by contacting us by e-mail or letter.
The Helper's name, mobile number and e-mail address	Creating a directory of Helpers for the benefit of other Helpers and Participants.	Consent. We will seek the Helper's consent. Availability and publicity of this data is for the purpose of our legitimate interest in operating the Company.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as we reasonably determine having regard to the frequency of your participation in Burnham Week and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations and the establishment exercise or defence of legal claims.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF