

Royal Temple Yacht Club (RTYC)

Supporting GDPR & UK Data Protection Compliance Documents Pack

1. Privacy Notice

Purpose

Royal Temple Yacht Club (RTYC) is committed to protecting your personal data and respecting your privacy rights.

This Privacy Notice explains how RTYC collects, uses, stores, and protects personal information relating to:

- Members
- Guests
- Visitors
- Event attendees
- Navigation school students
- Employees
- Contractors
- Website users

Data Controller

Royal Temple Yacht Club (RTYC)
Ramsgate, Kent, United Kingdom
Email: info@rtyc.com
Website: www.rtyc.com

Personal Data We Collect

Membership:

- Name
- Address
- Telephone numbers
- Email address
- Date of birth
- Emergency contacts

- Boat details
- Payment records

Hospitality & Hotel:

- Booking records
- Guest contact details
- Payment information
- Special requirements

Navigation School:

- Training certifications
- Medical declarations
- Emergency contacts
- Safeguarding information

Employment:

- Payroll records
- Right to work documentation
- Performance records
- Health & safety records

Website:

- IP address
- Cookies
- Booking forms
- Contact forms

Lawful Basis for Processing

RTYC processes personal data under:

- Contractual necessity
- Legal obligations
- Legitimate interests
- Consent
- Vital interests

Data Sharing

Data may be shared with:

- Payment providers

- Booking platforms
- HMRC
- Insurance providers
- RYA/governing bodies
- Legal authorities

Your Rights

You have rights to:

- Access your data
- Correct inaccuracies
- Request deletion
- Restrict processing
- Object to processing
- Withdraw consent

Data Retention

RTYC only retains data as long as necessary for legal, operational, or regulatory purposes.

Contact

For privacy matters: info@rtyc.com

2. Cookie Policy

What Are Cookies?

Cookies are small files stored on your device when visiting the RTYC website.

Types of Cookies Used

Essential Cookies:

- Website security
- Booking functionality
- Login systems

Performance Cookies:

- Website traffic analysis
- Visitor trends

- Service improvement

Marketing Cookies:

- Promotional campaigns
- Membership marketing
- Event advertising

User Consent

Visitors may:

- Accept all cookies
- Reject non-essential cookies
- Manage preferences

Managing Cookies

Users can control cookies via browser settings.

Third-Party Cookies

May include:

- Google Analytics
 - Booking systems
 - Payment gateways
 - Social media integrations
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3. Subject Access Request (SAR) Form

Applicant Details

- Full Name:
- Address:
- Email:
- Phone:
- Membership Number (if applicable):

Request Details

Please describe the personal data requested:

Identification

Please attach proof of identity:

- Passport
- Driving Licence
- Utility Bill

Declaration

I confirm that I am the data subject or authorised representative.

Signature: _____ Date: _____

Submission

Send completed form to: info@rtyc.com

RTYC will respond within one calendar month.

4. Data Breach Report Form

Incident Details

- Date of breach:
- Time of breach:
- Reported by:
- Position:

Nature of Breach

- Loss of data
- Unauthorised access
- Disclosure
- Cyber incident
- Physical theft

Description

Categories of Data Involved

- Membership records
- Employee records
- Payment data
- Medical data
- Safeguarding records

Immediate Actions Taken

Risk Assessment

- Low
- Medium
- High

ICO Notification Required?

- Yes / No

Individuals Notified?

- Yes / No

Management Review Signature:

5. Staff Confidentiality Agreement

Confidentiality Statement

All RTYC employees, contractors, committee members, and volunteers must maintain strict confidentiality regarding:

- Member information
- Financial data
- Employee records
- Guest information
- Safeguarding matters
- Commercially sensitive data

Obligations

Staff must:

- Protect passwords
- Secure documents
- Avoid unauthorised disclosure
- Follow GDPR procedures
- Report breaches immediately

Breach of Confidentiality

Failure to comply may result in:

- Disciplinary action
- Dismissal
- Legal action

Declaration

I understand and agree to maintain confidentiality.

Name: _____ Signature: _____ Date: _____

6. Data Retention Schedule

Record Type	Retention Period
Membership records	7 years after cessation
Financial records	7 years
Hotel guest records	3 years
Employment records	6 years after employment ends
Payroll records	7 years
CCTV footage	30–90 days
Safeguarding records	As legally required
Incident reports	7 years
Marketing consent records	Until withdrawn
Supplier contracts	6 years

Disposal Methods

- Secure shredding
 - Certified destruction
 - Permanent digital deletion
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7. Consent Templates

Marketing Consent

I consent to receiving:

- Membership offers
- Event promotions
- Restaurant offers
- Regatta updates
- Training opportunities

Name: _____ Email: _____ Signature: _____
Date: _____

Medical / Emergency Consent

I consent to RTYC holding emergency medical information for safety purposes.

Name: _____ Emergency Contact: _____ Signature: _____
Date: _____

Photography / Media Consent

I consent to RTYC using photographs/videos for:

- Website
- Social media
- Marketing materials
- Press releases

Signature: _____ Date: _____

Governance Notes

These supporting documents should be:

- Approved by RTYC General Committee
 - Reviewed annually
 - Stored securely
 - Integrated into staff onboarding
 - Included in website compliance materials
 - Used for all operational departments
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Recommended Implementation

Immediate Priorities:

1. Publish Privacy Notice on website
 2. Install cookie consent system
 3. Train staff on confidentiality
 4. Introduce breach reporting procedures
 5. Standardise consent forms
 6. Secure document storage systems
 7. Conduct annual GDPR audit
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**Prepared for Royal Temple Yacht Club
Governance & Compliance Framework
UK GDPR / Data Protection Act 2018 Compliant**