



**MALAHIDE  
YACHT CLUB**

**Standard Operating Procedure**

**Privacy Policy**

**Ownership & Applicability**

Person responsible for update of this procedure:	Membership Secretary
Responsible for Activity:	
Applicable to:	

**Approval**

Drafted / Revised	Approved	Revision	Effective from
		1	Oct 2018

SOP Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Flag Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## **PRIVACY STATEMENT**

Malahide Yacht Club (MYC) is committed to protecting your privacy whilst providing club related information and membership services to our members through our website. This Statement of Privacy applies to the MYC Website and governs data collection and usage. By using the MYC Website, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

MYC collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. Other information relevant to sailing activities, training, races and regattas may be collected as required for operation of such events. MYC may also collect anonymous demographic information, which is not unique to you, such as your postal code, age, gender, preferences, interests and favourites.

We require this information to support the centralised record keeping in relation to club activities of MYC including sailing and social activities and in particular for the following reasons:

- Internal record keeping for membership renewal, communications, etc
- improving our offerings and services
- providing “Irish Sailing” with basic membership details to enable dual membership with the national governing body, (please refer to their privacy statement)

We may periodically send information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information to contact you for market research purposes.

We may contact you by email, phone, fax or mail.

MYC also stores any information provided by you in order to avail of MYC services and products (eg boat details, emergency contact information, garda vetting, memberships etc).

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through MYC Website public message boards or associated Social Media platforms, this information may be collected and used by others. Note: MYC Website does not read any of your private online communications.

MYC Website encourages you to review the privacy statements of Web sites you choose to link to from MYC Website so that you can understand how those Web sites collect, use and share your information. MYC Website is not responsible for the privacy statements or other content on Web sites outside of MYC.

**Use of your Personal Information**

MYC collects and uses your personal information to operate MYC Web site and deliver the services you have requested. MYC also uses your personally identifiable information to inform you of other products or services available from MYC. MYC may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

MYC does not sell, rent or lease its customer lists to third parties. MYC may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, MYC may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to MYC, and they are required to maintain the confidentiality of your information.

MYC does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

MYC will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on MYC; (b) protect and defend the rights or property of MYC; and, (c) act under exigent circumstances to protect the personal safety of users of MYC, or the public.

**Accuracy of your personal information**

We will take reasonable steps to ensure that the information we hold about you is accurate, complete and up-to-date. If you believe that the information we have about you is not accurate, complete or up-to-date, we ask you to let us know.

**Access to your personal information**

You may request access to the personal information we hold about you. Please contact us if you would like more information on how to request access to this information. If we are unable to meet your request for access, we will let you know why.

**Other companies who provide services to us**

We may disclose information about you to outside contractors, such as a mailing house, to carry out activities on our behalf. We impose security and confidentiality requirements on how they handle your personal information. Outside contractors are required not to use information about you for any purpose except for those activities we have asked them to perform.

**Use of Cookies**

MYC may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you register with MYC website or services, a cookie helps MYC to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same MYC Web site, the information you previously provided can be retrieved, so you can easily use the MYC Website features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the MYC Website services or Web sites you visit.

**Security of your Personal Information**

MYC Website secures your personal information from unauthorized access, use or disclosure. MYC Website secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

**Changes to this Statement**

MYC will occasionally update this Statement of Privacy to reflect company and customer feedback. MYC Website encourages you to periodically review this Statement to be informed of how MYC Website is protecting your information.

**Contact Information**

MYC Website welcomes your comments regarding this Statement of Privacy. If you believe that MYC has not adhered to this Statement, please contact any of the club Flag Officers. We will take reasonable efforts to promptly determine and remedy the problem. MYC may change this policy from time to time by updating this page.