



# EVENT PRIVACY POLICY

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## 1. OVERVIEW

- 1.1 RCYC Events Ltd, in conjunction with the Royal Cornwall Yacht Club (RCYC), organises sailing races in which boats and their crews compete. In order to administer and manage the racing the Organising Authority (“we”, “us”, “our”) collect information from entrants about themselves, their boats, other crew members, and parents/guardians. Because we cannot run races without this information, providing it is a condition of entry. By consenting to, and agreeing the terms of, this Privacy Policy, an entrant expressly consents and agrees to us processing his/her data in the manner set out herein. This Privacy Policy describes the information we collect and how we use that information. We will use information only in accordance with the terms of this Privacy Policy. For the purposes of this Privacy Policy, the term “information” means any confidential and/or personally identifiable information or other information related to participants in the regatta.
- 1.2 We will not disclose entrants’ information we collect to third-parties for their marketing purposes.
- 1.3 Third-Party Websites. Some pages on an event website may lead entrants to third-party websites. These sites are governed by their own privacy statements. We are not responsible for their operations, including but not limited to information practices. Entrants submitting information to or through these third-party websites should review the privacy statements of these sites before providing them with personally identifiable information.

## 2. INFORMATION WE COLLECT

- 2.1 We collect information about the person making the entry, the boat, other crew members, and parents/guardians of sailors age under 18:
  - (a) About the Entrant.
    - (1) First name and surname
    - (2) Email address
    - (3) Home phone number
    - (4) Mobile phone number
    - (5) Club membership

- (b) About the Boat.
  - (1) Sail number
  - (2) Name
  - (3) Number of crew
  - (4) Berth during the regatta (if applicable)
  - (5) Design class (if applicable)
  - (6) IRC TCC (if applicable)
  - (7) SWYTC number (if applicable)
- (c) About Crew Members.
  - (1) First name and surname
  - (2) Telephone number of a contact ashore
  - (3) Age if under 18
- (d) About Parents/Guardians.
  - (1) Full name

**2.2** Information about entrant and the boat is collected via an online form and secure database hosted by a trusted third-party. On submission of the information the entrant is led to the PayPal website to pay the required entry fee. At no time is an entrant's financial information visible to us.

**2.3** Information about crew members is collected via an electronic form which may be downloaded from the regatta website. Completed forms are either emailed to the race office or hand-delivered.

**2.4** Information about parents and guardians is collected via the Parent/Guardian Consent Form which may be downloaded from the regatta website or collected from the race office. Completed forms are either emailed to the race office or hand-delivered.

### **3. HOW WE USE THE INFORMATION WE COLLECT**

**3.1** Information is used as follows:

<b>Information</b>	<b>Use</b>
First name and surname	To identify the entrant
Email address	To send important information about the entrant's participation in the regatta
Home phone number	To talk to the entrant as and when required
Mobile phone number	To talk to the entrant as and when required
Club membership	To demonstrate compliance with the Racing Rules of Sailing
Sail number	To identify the boat during the regatta
Name	To identify the boat during the regatta
Number of crew	To aid the work of emergency services in the event of an incident
Berth during the regatta	To look for the boat in the event of an incident
Design class	To identify the boat during the regatta
IRC TCC or SWYTC number	To calculate race results
Crew names and contact number ashore	To expedite the work of emergency services in the event of an incident
Age if under 18	To cross-check that a Parent/Guardian consent form has been submitted
Parent/Guardian name	To confirm that the person under 18 has appropriate permission to compete in the regatta

**3.2** Who Processes Your Information? Only four officials have direct access to information submitted on-line: the Entry System Manager/Data Controller, the event Entries Administrator, the club Honorary Sailing Secretary, and the club Executive Secretary. Raw information to be processed is exported from the secure online

database to an Excel workbook located on a secure PC used by the Entries Administrator.

### **3.3 Who Else Sees Your Information?**

- a. The results team receive entrants' names and boat details for loading into the results system;
- b. Committee boat team receive printed boat lists against which to record boats' arrival in the race area, participation in a race, and departure from the race area;
- c. Volunteers and staff organising social events and prize-givings receive lists of attendees and prize-winners.

## **4. MARKETING**

**4.1** In order to improve the regatta for competitors we use contact information to ask for feedback, and to disseminate important news about other sailing events in Falmouth.

**4.2** We use historical information to analyse trends in entry numbers and from where entrants come to Falmouth.

## **5. HOW WE SHARE INFORMATION WITH OTHER ENTRANTS**

**5.1** Before and during the regatta the name of the entrant and details of the boat are published in a list of entries on the regatta website. During the regatta the same information appears in the daily list of race results and series standings published on the website and displayed in hard-copy at the race office.

**5.2** Official notices about protests or claims for redress are published on the event notice board of the club and on the regatta website, and are available for inspection in the race office.

## **6. HOW WE SHARE INFORMATION WITH THIRD-PARTIES**

**6.1** Information displayed as in 5.1 and 5.2 is publicly available.

**6.2** In the event of an incident all information about a boat and its crew is provided to the emergency services.

**6.3** Names of prize winners appears in media reports.

## **7. YOUR USE OF INFORMATION**

In appropriate circumstances we disclose contact details to enable personal contact between competitors. You agree that, with respect to other competitors' personally identifiable information obtained from the race office or from another official source, you will use this information only for regatta-related communications.

## **8. INFORMATION SECURITY**

**8.1** We are committed to handling your information appropriately. We restrict access to raw data both electronically by authorised user name and password and physically by restricting access to the entry system computer.

**8.2** We provide only data-extracts to those race officials who require it to fulfil their roles.

## **9. ACCESSING AND CHANGING YOUR INFORMATION**

Personal information provided to us may not be changed except to correct errors.

## **10. ACCOUNTABILITY**

The Data Controller is responsible for ensuring that our day-to-day handling of your information complies with this Privacy Policy. If want to exercise your right to access your information or have any questions about this policy and our information practices then please contact us by emailing [operations@rcycevents.co.uk](mailto:operations@rcycevents.co.uk).