



DATA PROTECTION POLICY

17th October 2018

Introduction

The Boleh Trust is required to comply with the law governing the management and storage of personal data, which is outlined in the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act.

We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you. The protection of personal data and respect for individual privacy is fundamental to the day-to-day operations of The Boleh Trust.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <https://www.bolehproject.com> regularly for any amendments (but amendments will not be made retrospectively).

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). The Boleh Trust is accountable to the ICO for its data protection compliance. For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Purpose

This policy explains when and why we collect personal information about our users, supporters, employees, volunteers and instructors, how we use it and how we keep it secure and your rights in relation to it.

This policy aims to protect and promote the data protection rights of individuals and of The Boleh Trust, by informing members and everyone working for and with us, of their data protection obligations and of The Boleh Trust's procedures.

This policy applies to all trustees, supporters, volunteers, members, staff (including managers), consultants and any third party to whom this policy has been communicated.

This policy should be read in conjunction with the privacy policy relating specifically to our website which can be found at <https://www.bolehproject.com/wp-content/uploads/O2C-GDPR-Privacy-Policy-2018-FOR-CLIENTS-BOLEH-TRUST-approved.pdf>. This policy covers all personal data and special categories of personal data, processed on computers or stored in manual (paper based) files.

Responsibility

The Boleh Trust has appointed Caroline Middleton as its Data Protection Officer (DPO).

Caroline Middleton's responsibilities within this role include:

- Developing and implementing data protection policies and procedures;
- Arranging periodic data protection training as appropriate;
- Acting as a point of contact on data protection matters;
- Monitoring compliance with its data protection policy and procedures;
- Promoting a culture of data protection awareness;
- Assisting with investigations into data protection breaches and helping The Boleh Trust to learn from them;
- Liaising with the relevant supervisory authorities as necessary (i.e. the Information Commissioner's Office in the UK).

Caroline Middleton can be contacted via email: cemiddleton@hotmail.com or by post c/o The Boleh Trust, The Old Shop, Enford, Pewsey, Wilts, SN9 6AR.

All individuals to whom this policy applies namely: all trustees, supporters volunteers, members, staff (including managers), consultants and any third party to whom this policy has been communicated are responsible for ensuring that they comply with this policy. Failure to do so may result in disciplinary action.

Rights of the data subject

The GDPR gives rights to individuals in respect of the personal data that any organisations hold about them. Everybody working or volunteering for The Boleh Trust must be familiar with these rights and adhere to The Boleh Trust's procedures to uphold these rights.

These rights include:

- Right of information and access to confirm details about the personal data that is being processed about them and to obtain a copy;
- Right to rectification of any inaccurate personal data;
- Right to erasure of personal data held about them (in certain circumstances);
- Right to restriction on the use of personal data held about them (in certain circumstances);
- Right to portability – right to receive data processed by automated means and have it transferred to another data controller;
- Right to object to the processing of their personal data.

On some occasions anonymised personal data will be retained whereby a client has provided a testimonial for use on the organisation's website. When data are non-identifiable GDPR law is no longer applicable. (Non-identifiable means that if this data was left on a bus, no one, including the data subject would be able to identify that the data related to them.)

What information we collect and why

The Boleh Trust processes personal information to enable the provision of sailing voyages, to advertise services and to maintain accounts and records.

In this table the word 'user' refers to: all trustees, clients, supporters, volunteers, members, staff (including managers), consultants and business contacts.

Type of information	Purposes	Legal basis of processing
User's personal information e.g: name, address, telephone numbers, e-mail address(es) and social media details.	Facilitating bookings and communication purposes. Creating and managing Boleh Trust's Directory Racing participation.	Performing the user's contract with The Boleh Trust. For the purposes of our legitimate interests in operating The Boleh Trust.
User's personal information e.g dietary requirements, employment and education details.	To enable the provision of sailing voyages and courses (including maintenance of the vessels), to advertise services and to maintain accounts and records	Performing the Boleh Trust's contract with the user and for the purposes of our charitable aims and objects.
Designated Person Ashore contact details: Name, email, mobile phone number	Contacting next of kin in the event of emergency	Protecting the user's vital interests and those of their dependants
Date of birth / age related information	Managing user categories which are age related	Performing Boleh Trust's contract with the user.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender. For the purposes of the legitimate interests to maintain diversity data.
Health Information including Sensitive classes of information which may include physical or mental	Ensuring the safety of the users and ensuring the capacity of individuals to participate in our activities	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities and to ensure compliance

health details and medication taken		with our safeguarding policies.
Photos and videos of the user during Boleh related activities	Putting on Boleh Trust's website and social media pages and using in press releases.	Promoting The Boleh Trust's charitable aims and objects. We will seek the user's consent on the booking form. The user may withdraw their consent at any time by contacting us by e-mail or letter.
Bank account details of the member or other person making payment to Boleh Trust	Payment for services provided	Performing Boleh Trust's contract with the Member.
DBS – A DBS Application form with all fields completed and the response.	The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.	For the purposes of our legitimate interests in making sure that we are providing individuals who are not a risk to any users. Compliance with our safeguarding policies.
Names, email address and member organisation details of volunteers and employees of member organisations.	Entering into and managing arrangements with third party providers.	For the purposes of our legitimate interests in entering into and performing contracts with suppliers.

How we protect your personal data

We will not transfer your personal data outside the EU without your consent.

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.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

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

Confidentiality and data sharing

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 we are required to do so by law.

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). We do this for the purpose of our legitimate interests and for performing our contract with you. 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.

The Boleh Trust uses: Facebook, Twitter and Instagram. Other third-party providers include: RYA, ASTO, and Halcyon Yachts

Breaches

A data protection breach is defined as “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.

Everybody working or volunteering for and with The Boleh Trust has a duty to report any actual or suspected data protection breach without delay to the DPO.

Breaches will be reported to the Information Commissioner’s Office (ICO) by the DPO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach, unless The Boleh Trust is able to demonstrate that the personal data breach is unlikely to result in a risk to the rights and freedoms of data subjects.

The DPO will maintain a central register of the details of any data protection breaches.

Complaints

Complaints relating to breaches of the GDPR and/or complaints that an individual's personal data is not being processed in line with the data protection principles should be referred to the DPO, Caroline Middleton without delay.

You also have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> telephone: 0303 123 1113.
Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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