
ANDAMAN YACHTING PRIVACY POLICY

Objective

The objective of this policy is to explain when and why we collect personal information about you, how we use it, how we keep it secure and the circumstances in which it may be disclosed to others. The policy also explains your rights in relation to your personal information.

Policy Statement

We need to hold and process certain personal data in order to manage your booking and to administer various aspects of your booking. This will be done in accordance with the requirements of the European, General Data Protection Regulation (GDPR).

Collecting your personal information

We need your personal information for a few different purposes and will collect it at different times. These include when you:

- Make a booking
- Submit a Guest Registration Form
- Participate in an activity organised by us
- Use any of our on-line materials
- Provide personal information for your course completion certificate

Common information we ask for includes:

- Your name, address, e-mail address and phone number in order to contact you.
- The name, address, email address and phone number of your next of kin and/or emergency contact
- Photographs for your course completion certificate and other photo verified certificates (such as the ICC)
- Details of any medical condition, health condition or physical or mental impairment which could affect your participation
- Any relevant dietary requirements
- Any relevant training records and training plans
- Details of any relevant boating, yachting or other seafaring experience you may have
- Your relevant qualifications including the results of any examination or assessment
- Information which may be provided on your behalf or at your request, for example if:
 - Someone makes a booking for any of our courses, facilities or other services on your behalf
 - You are a minor and your parent or legal guardian provides us with information about you on your behalf

Sharing your information

We may share your information with certain third parties including:

- The RYA. On successful completion of your course, your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal on www.rya.org.uk. The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please refer to the RYA's privacy policy at www.rya.org.uk/go/privacy.
- Examiners, inspectors, assessors, trainers and coaches who require the information in order to provide services which you have requested or to conduct any examinations or assessments which

you have requested (and who may need to pass the same to emergency and medical services providers, who may be located outside of the EEA)

- Race officers and race organisers of events held or managed by us who require the information in order to look after your welfare (and who may need to pass the same to emergency and medical services providers, who may be located outside of the EEA)
- Sporting regulatory bodies and law enforcement agencies both in the UK and overseas (including countries outside of the EEA) when it is necessary to comply with our legal obligations

We may also disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation, or in order to enforce or apply any contract or terms in force between you and us; or to protect the rights, property, or safety of RYA, our customers, members or others. This includes exchanging information with other companies and organisations for the purposes of security, law enforcement, fraud protection and credit risk reduction
- If you ask us to provide any verification of your qualifications or experience or if you refer any person to us to obtain any verification of your qualifications or experience, we may use your information to provide the verification sought.
- We will only disclose as much information as is required for the third party to fulfil the particular function and where required to do so we will have a contract in place with third parties requiring them to keep your information secure and not to use it for their own purposes.

Keeping your information

We will keep and process your personal information only for as long as necessary to fulfil the purposes we collected it for, or for as long as necessary for legal reasons.

We will review your personal information regularly to establish whether we are still entitled to hold and process it. If we decide that we are not entitled to hold or process your personal information, we will stop doing so and will delete it.

You have the right to have your personal information deleted from our records at any time.

Storing your information

Your personal information will be held on file or on computer at our offices but it may on occasions be transferred to or stored at other locations, for instance when participating in courses or events. We take all reasonable technological measures and operational procedures to safeguard your personal information from unauthorised access.

Your rights

You have the following rights in relation to the personal information we hold about you:

- To access your personal information
- To be provided with information about how your personal information is processed
- To have your personal information corrected
- To have your personal information erased.
- To object to or restrict how your personal information is processed
- To have your personal information transferred to yourself or to another business in certain circumstances

You have the right to take any complaints about how we process your personal information to the Information Commissioner: <https://ico.org.uk/concerns/>