

# ITCA (IRL) GDPR Policy

The ITCA(IRL) GDPR Policy is based on the following principles:

- Requesting the minimum amount of personal information necessary
- Restricting access to that information with a designated list of officers able to access the information
- Encrypting the information both in storage and transmission
- At the end of each sailing year, destroying all membership data.

## Access to information (General)

Personal Information may only be accessed by the media officer and the membership secretary.

For events, in some cases it may be necessary to provide the event organiser with a list of current members. For this, the organiser will be presented with a subset of member details as follows:

- Competitor Name
- Year of Birth
- Sail Number
- Gender
- Country of Residence

On occasion, bodies such as the RYA or Irish Sailing may request membership information. In this case the same (or smaller) subset will be presented to the body.

## Access to information (Sailor Specific)

Should there be a requirement for information on a specific sailor by a particular body e.g. contact details, the sailor (or parent if the sailor is under 18 years of age), must first give permission for the release.

## Photographic material

At ITCA(IRL) events, photographs may be taken of the sailors and used for media purposes. When completing a membership form, the sailor/parent opts in to provide consent for the photographs to be used and assigns all rights to the photographer. The photographer will be provided with a list of sail numbers for those competitors not wishing to have their photograph published. The opt-in clause is only relevant to the sailor being physically recognised and not an associated sail number in the image.

## Event Specific Information

At events, the organising club may ask for more specific sailors related information (e.g. Medical Details). It is a requirement that any clubs hosting events on behalf of the ITCA(IRL) have a robust GDPR protection policy in place to cover the handling of such data.

## ITCA(IRL) Committee Contacts

Members of the Class Association may be contacted via email. Each member has a specific email address designated for the task which they currently perform. There is no sharing of email addresses and the content of your email will be exclusively for their viewing only.

## Subscribing to emails

Members can subscribe and unsubscribe to email via the web site

Any email correspondence from the association will have an 'unsubscribe' email appended to it

Email contact details will never be disclosed or used for purposes other than those originally intended.