

Data Protection Policy & Privacy Notice

CBOA DATA PROTECTION POLICY

This document outlines how the Commercial Boat Operators Association (“CBOA”) processes and manages personal data. It:

1.Data Controller and Data Processor is the CBOA

2. Lawful basis for processing

Membership data is processed primarily under the lawful basis of Legitimate Interest.

Other data is processed primarily under the lawful basis of a ‘task in the public interest’.

We undertake to always act within the reasonable expectations of our members and any other individuals about whom we hold personal data.

3. Data we hold

CBOA holds information on members and others whom CBOA believes will be interested in CBOA activities.

CBOA operates a largely paperless office, therefore all of personal data is stored electronically.

This information predominantly includes but is not limited to:

- Names and addresses

Contact Details

4. Data retention policy

CBOA will hold personal data for as long as is necessary for the purposes of its activities.

5. Subject Access Requests

We will comply to Subject Access Requests in line with the guidance given by the Information Commissioners Office (ICO).

- We will respond as quickly as possible, within 30 calendar days.
- We will request verification of the identity of any individual making a request, and ask for further clarification and details if needed.
- Data subjects have the right to the following:
 - To be told whether any personal data is being processed

- To be given a description of the personal data, the reasons it is being processed and whether it will be given to other organisations or people.
- To be given a copy of the information comprising the data, and given details of the source of the data where this is available.

6. Privacy notice

CBOA will ensure that all those whose data is held by CBOA (or on its behalf) can have the opportunity to read CBOA's privacy notice and will publish its privacy notice on its website.

PRIVACY NOTICE – MEMBERS & OTHERS

This privacy notice relates to the personal data processed by the CBOA

Who is the Data Controller?

The Data Controller is the CBOA.

How does CBOA process data?

CBOA processes members' and others' data under the lawful basis of legitimate interest.

Will CBOA share your data with anyone else?

CBOA will not use your personal data in a way that goes beyond your reasonable expectations in contacting us. CBOA will not lease, distribute or sell your personal data to third parties

For how long will CBOA keep my personal data?

Memberships are renewed on an annual basis. It is therefore in the interest of both CBOA and its members to retain data related to this function until the data is no longer required or its disposal has been requested. For others, CBOA will retain data until such time as the information is no longer or its disposal has been requested.

What rights do I have to my personal data?

At any point while CBOA is in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that CBOA holds about you.
- Right of rectification – you have a right to correct data that CBOA holds about you that is inaccurate or incomplete.

- Right to be forgotten – in certain circumstances you can ask for the data CBOA holds about you to be erased from CBOA’s records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data CBOA holds about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing, such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: if CBOA’s office refuses your request under rights of access, CBOA will provide you with a reason why. You have the right to complain.

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