Sea Otter Owners Club
Data Policy

This document explains what members' data is recorded, where it is stored & how it is managed.

1.   The club website:

The club website, www.seaotterowners.org.uk, is a website which is secured via a Secure Socket Layer (SSL) Certificate. Access to the site is by a username and password both of which are unique to each club member. In order for the website to grant access, usernames and associated passwords (in encrypted form) must be stored on the site webserver, the medium chosen to store this and other data being a database. It is stored on the webserver since the logon procedure must compare what the user sends with what is stored in order for the logon process to succeed.

2.   Data Stored:

Since usernames and passwords are stored in the database, it makes sense for all data associated with a member to be stored in the same place. This has a number of advantages:

a.   It minimises the risk of confusing the data of one member with another when data is held in more than one place.

b.   The loss of data due to a computer failure is minimised as the database is automatically backed up by the hosting provider every 24 hours.

c.   Each member is able to edit or amend their own data.

The data stored consists of:

a.   Personal details, i.e. names, address, phone & mobile numbers and email addresses.

b.   Boat details, i.e. name, boat type & length, CRT registration number, hull number, mooring & location.

c.   Other data which helps with the smooth running of the club, e.g. the last members details booklet issued, whether or not the member is part of the rescue scheme.

3.   How data is managed:

Each member is responsible for keeping their own data up to date. Since each member must logon to the website in order to gain access, they are given the ability to edit and amend their own details at any time.

By accessing the Members area of the website, members can edit:

a.   All their personal data.

b.   All their boat related data.

c.   Which items of their data are published in the Members Details Booklet.

4.   What members data will be used for:

a.   Personal data will be used by the secretary to communicate with them by phone, email or surface mail.

b.   Certain personal details will be included in the Members Details Booklet should one be produced. The personal data included for all members by default being their name only.

Other data that may be included will be phone numbers (landline & mobile), email addresses and the city in which they live, but only if the member has given their permission. Each member is able to change which of these details will be included by access to the members section of the website.

c.   Boat details are stored primarily for inclusion in the Booklet of Members Details.
Only the boat name is included by default and all other data stored and published is under the control of members by access to the members section of the website.

5. What members data will not be used for:

a. Members' data will not be disclosed to any third party organisation. One exception being the Police Service in extreme circumstances, e.g. a member's boat having been broken into or stolen.

b. An individual member's data, other than that for which they have given specific permission, e.g. to be published in the Members Details Booklet, will not be disclosed to any other member.

6. Members' responsibility:

Members will be responsible for:

a. Keeping their data up to date.

b. Confirming their wish to remain members of the club in January of each year.

c. Ensuring that their copy of the Members Details Booklet is kept secure and out of date copies are destroyed.

7. Club Secretary's responsibility:

The club secretary will be responsible for:

a. The management of the club website.

b. The safe storage and handling of members' data.

c. The production and distribution of the annual Members Details Booklet.

d. The complete deletion of a member's data should they resign from the club or fail to confirm their wish to remain a member in January of each year. Where a member resigns, their data will be deleted immediately however as each member is given until the end of February to reconfirm their membership, any deletions required by members having failed to reconfirm will be carried out in March of each year.