

The following is a log of processing activities undertaken by Kinsale Yacht Club, as defined under the General Data Protection Regulation				Kinsale Yacht Club, 26 Lower O'Connell Street, Kinsale, Co. Cork (Tel: 021 4772196 email: info@kyc.ie)			This file was last reviewed on: 23.05.18			
Ref	Processing Activity	Purpose	Category of data processed	Categories of data subject	Category of Recipient	Format	Location Held	Accessible by	Retention Period	Third Party Access
1	Application for New/Change of Membership Forms	To capture personal information and contact details and payment details if applicable (credit card) of Kinsale Yacht Club.	Personal Details including Name, Date of Birth, Address and Occupation of each family member. Contact details including Phone Number and Email address	Prospective members of Kinsale Yacht Club Children and Juvenile sailors.	Membership application forms are used internally within the club only. Once approved the data is loaded onto the membership database.	Paper	Kinsale Yacht Club	Management committee and admin.	Bank payment details shredded once processed, all other data retained for 1 year	None
2	Berth application form	To capture personal information, contact details, boat details and payment details if applicable (credit card) of Kinsale Yacht Club.	Personal Details including Name and Address. Contact details including Phone Number and Email address. Boat details including Name, Model and Dimensions	Prospective berth holders on the Marina	Berth application forms are used internally within the club only. Once allocation is decided the data is loaded onto the berth holder database.	Paper	Kinsale Yacht Club	Club administration and Marina Manager	1 year for boats allocated & 3 years if on waiting list	None
3	Membership Annual Renewal Form	To capture any changes in personal information, contact details	Changes to Personal Details including Address, additional family members. Changes to Contact details including Phone Number and Email address	Club Members	Admin Staff	Paper	Kinsale Yacht Club	Club administration and Rear Commodore for Membership	2 Years	None
4	Berth Holder Annual Renewal & Contract Form	To capture any changes in boat details as well as signed consent to comply with the Terms & Conditions of the Berthholder	Personal Details including Name and Address.	All Berth Holders	Admin Staff	Paper	Kinsale Yacht Club	Club administration and Marina Manager	7 years	None
5	Membership database	The annual register of members of Kinsale Yacht Club	Personal Details including Name, Date of Birth, Address and Occupation of each family member. Contact details including Phone Number and Email address. Financials including subscription payments and smart card balances. Note: No personal bank details are stored.	Members of Kinsale Yacht Club.	The membership database is used internally within the club only and is password protected.	Digital	Hosted by Smart Club Solutions in Belfast.	Authorised users on the system as well as Smart Club solutions software support group.	All categories of information are held for the duration of membership. After membership end, personal details including Name, DOB, Address and contact details are held for 7 years.	Software support, "Smart Club Solutions"
6	Berth Holder database	The annual register of berth holders of Kinsale Yacht Club	Personal Details including Name and Address. Contact details including Phone Number and Email address. Boat details including Name, Model and Dimensions. Financials including annual subscription and payments. Note: No personal bank details are stored.	Berth Holders of Kinsale Yacht Club Marina.	The berth holder database is used internally within the club only and is password protected.	Digital	Kinsale Yacht Club	Authorised users on the system	All categories of information are held for the duration this member holds a berth. After a member relinquishes the berth, personal details including Name, Address and contact details are held for 7 years	None
7	Email database	To communicate directly with individual members or groups via blind copy	Name, e-mail address and category	All members	The e-mail database is used internally within the club only.	Digital	gmail cloud	Authorised users on the system	Held for the duration of membership.	Software support "Granit Digital"
8	Texting	To communicate directly with individual members or groups	Name and mobile number	All members	The mobile numbers are a subset of the membership database	Digital	Hosted by Smart Club Solutions in Belfast.	Authorised users on the system	Name and contact details are held for the duration and 7 years there after.	Software support, "Smart Club Solutions"
9	Garda Vetting	To facilitate compliance with Child Safeguarding and Welfare legislation	Garda Vetting results including Name and Address	Members of Kinsale Yacht Club involved in coaching of children or vulnerable adults	Used internally and is a pre-requisite when hiring coaches	Paper	Kinsale Yacht Club	Admin and Center principle	Certs are held for the duration of the valid period.	ISA
10	Club Racing Registration Form & Declaration	Owner annual declaration to observe the Racing Rules of Sailing	Personal Details including Name and Address. Contact details including Phone Number and Email address. Boat details including Name, Model and Sail Number	Racing Skippers	Race Management Committee	Paper	Kinsale Yacht Club	Sailing Secretary	1 year	None
11	Marina Visitor Registration Form	To capture personal information and contact details and payment details whilst mooring at Kinsale Yacht Club Marina.	Personal Details including Name, Address and Nationality. Contact details including Phone Number and Email address. Boat details including Name, Model, Dimensions and number of persons on board.	Marina Visiting Skippers	Marina Visitor forms are used internally within the club only or by Customs on request.	Paper	Kinsale Yacht Club	Club administration and Marina Manager	7 years	Customs, Garda or Coast Guard by request
12	Employee records	To capture personal information, contact details and Terms and Conditions of employment with Kinsale Yacht Club.	Personal Details including Name, Date of Birth, Address, PPS Nr and Medical Certs. Contact details including Phone Number and Email address. Contract of employment and Bank details.	All Kinsale Yacht Club Employees	Club Manager	Paper & Digital	Kinsale Yacht Club	Club Manager and applicable member of Management Committee.	All categories of information are held for the duration of Employment. After leaving personal details including Name, Address, contact details and duration of employment are held indefinitely to facilitate reference requests.	IFS Accounts (Payrole)
13	Staff Smart Phones	To contact Members & Berth Holder by phone.	Name and Phone Number. Boat details including Name, Model and Dimensions & Berth	Members & Berthholders	Club Manager & Marina Staff	Digital	By Staff	Individual user only and password protected.	Indefinite	None
14	Junior Sailing Course application form	To capture personal information, contact details, payments.	Personal Details including Name, Address and DOB. Contact details of parent/guardian including Phone Number and Email address.	Trainees	Center Principal and Admin staff	Paper	Kinsale Yacht Club	Center Principal and Admin staff	2 Years	None
15	Junior Sailing Course Register	To capture personal information, contact details, payments and course scheduling.	Personal Details including Name, Address and DOB. Contact details of parent/guardian including Phone Number and Email address.	Trainees	Center Principal and Admin staff	Digital	Kinsale Yacht Club	Center Principal and Admin staff	7 Years	ISA National Database (sailing passport) subject to an interactive approval (opt in) by guardian.
16	Sailing event registration	Validate Entries	Personal and Boat Details	Entrants	Regatta Director	Paper	Kinsale Yacht Club	Regatta Director	2 Years	None
17	Online sailing event registration	Validate Entries	Personal and Boat Details	Entrants	Regatta Director	Digital	Kinsale Yacht Club	Regatta Director	2 Years	None
18	KYC Web Page	Cookies kept to speed up loading of web site							Indefinite	None
19	WhatsApp Groups	Individual Fleet Information	Phone Numbers	Fleet Members	Class Captains	Digital	WhatsApp	All who are joined	Indefinite	Yes