



# Thames Sailing Barge Trust and TSBT Sailing & Charters Limited

## Data Privacy Statement

### Privacy

#### Introduction

The Thames Sailing Barge Trust is committed to protecting any personal information that we collect concerning you. We recognise that it is your information.

This Privacy policy gives you detailed information on why we collect your personal information, how we use it and how we keep it secure. It has been updated to reflect the requirements of the General Data Protection Regulation (GDPR) which becomes effective on 25 May 2018.

Aside from helping us run the Trust effectively, the information you share with us ensures that you can enjoy your membership by giving you, for example, information about events and activities that the Society is organising which may interest you, receiving the Trusts newsletter 'Golden Chaffcutter' or ensuring a smoother sailing booking process.

The Thames Sailing Barge Trust is a Charitable Incorporated Organisation registered with the Charity Commission for England and Wales (Charity Registered Number: 1102840).

The Thames Sailing Barge Trust and TSBT Sailing & Charters Limited are the data controllers of your personal information.

The following individuals are data processors of your information within the Thames Sailing Barge Trust and TSBT Sailing & Charters Limited

Membership	John Rayment
Sailing and Chartering	David Gibson ( <b>TSBT Sailing &amp; Charters Limited</b> )
TSBT 100 Club	Terry O'Sullivan
TSBT Trainee Mate Scheme	Mick Nolan

The contact details for the Thames Sailing Barge Trust and TSBT Sailing & Charters Limited is:

John Rayment  
Membership Secretary  
25 Repertor Drive  
Maldon  
Essex  
CM9 6FQ

Email: [membership@bargetrust.org](mailto:membership@bargetrust.org)

Our website is: [www.bargetrust.org](http://www.bargetrust.org)

If you have questions regarding your information or its use, please contact John Rayment.

#### How we collect your Personal Information

We collect your information from the Membership Application form you complete when you join the Thames Sailing Barge Trust and from the following activities:

1. Application to sail or charter on the barges Pudge and Centaur from TSBT Sailing & Charters Limited
2. Request in writing to join the Thames Sailing Barge Trust 100 Club
3. By completing an application form to join the Thames Sailing Barge Trust Trainee Mates Scheme

In addition, if necessary we will update this information from the renewal form you send us when you renew your membership each year.

Your membership allows you to access information and articles about The Trust in its newsletter 'Golden Chaffcutter' and on our website; to register or book for events and sailing or chartering organised by the Trust using mail or email; and to contact us by these methods for any other enquiries related to the Trust

If you apply for any of the remaining activities (1, 2 & 3) above then your data will only be used for the purposes for which you apply, unless you are also a members of the Thames Sailing Barge Trust.

The Trust has its own website at [www.bargetrust.org](http://www.bargetrust.org). we do not use any personal information that maybe available from you viewing the information on this website.

### **The types of Personal information we collect**

We collect the minimum amount of information that we need to run the Trust effectively. This information comes directly from the Membership Application or the Renewal forms, namely:

- Name
- Postal address
- Telephone numbers
- Email address
- The amount of your subscription
- How you pay your subscription
- If you have donated with your renewal
- If you have elected to take part in Gift Aid, confirmation that you are a UK tax payer.
- If you have a Joint membership, the names of the other member(s)

### **TSBT Sailing & Charters Limited**

If you are booking a sail or charter through **TSBT Sailing & Charters Limited** we will collect the following information which allows us to manage your booking and meet certain safety requirements.

- Name
- Postal address
- Telephone numbers
- Email address
- Are you a Trust member
- Can you swim and tread water
- Do you have a physical/medical condition which may require assistance
- Special dietary requirements
- Have you sailed with us before
- Emergency contact name and phone number

### **Skippers & Mates**

The following information is held for all skippers, mates, third hands and trainees that the Trust may use from time to time to sail its charters or weekend sailing programme.

- Name
- Address
- Telephone Numbers
- Emergency Contact Name of next of kin, address and contact details

### **TSBT 100 Club**

If you applying or renewing your membership of the **TSBT 100 Club** we will collect the following information which allows us to manage the scheme.

- Name
- Postal address
- Telephone numbers
- Email address

If you are applying to join the **TSBT Trainee Mate Scheme** we will collect the following information which allows us to manage your application, see if you are a suitable applicant and meet certain safety requirements. If you are not successful, or you leave the scheme your personal data will be destroyed within 6 months of the close of applications or your leaving the scheme. Your information will be shared with the Crewing manager of the Trust.

- Name
- Postal address
- Telephone numbers
- Email address
- Nationality
- Do you have a criminal record or subject to police investigation
- Are you a Trust member
- Can you swim and tread water
- Do you have a physical/medical condition which may require assistance
- Special dietary requirements
- Have you sailed with us before
- Next of Kin emergency contact name and phone number and address details
- Physical Fitness
- Hobbies and Interests
- Recent and current employment details
- Sailing and Maritime and Professional qualifications
- Do you have a driving license and vehicle
- Any barge or other sailing activities you are involved in.

### **Data from Third Parties**

If another person provides your personal data to us, for example, as a gift membership, we will tell you where we obtained the information within a month of receiving it and we will also let the person who made the gift know we are doing this.

### **Why we collect the information requested**

We do not collect any information about you other than that which you provide to us.

We recognise that it is your decision whether or not to provide all the information listed above when you complete the Membership/Renewal or any Application Forms relating to the Trust's activities. However, should you choose not to, then we may not be able to provide you with the full range of services that we have to offer, and in which you may wish to participate, including receiving the 'Golden Chaffcutter' newsletter if you are a member.

When visiting our website we do not collect any information.

### **Annual Email Competition**

If you are not a member and have provided us with your email address as part of our **annual email competition**, then the only data we collect is your email address and name. This data is used to advise you about activities the Trust is organising and keep you aware of sailing opportunities. We will send you no more than 12 email messages a year through Mailchimp or any other email marketing platform.

### **Consent from Minors**

If you are under the age of 16 and wish to give consent for the Thames Sailing Barge Trust and TSBT Sailing & Charters Limited to hold your data, then it is necessary for us to obtain confirmation of this from your parent or guardian and this should be done by countersigning the membership or application form.

### **Why we collect your Personal Information and how we use It**

The information we hold on you will be used in a number of ways, the main ones being to:

- provide you with information on what is happening in the Trust specifically, and to manage bookings for sailing and chartering;
- update you with information on the Trust's events, sailing days and activities;
- send you information you have specifically asked for;

### **How we handle your information and our use of other organisations and companies**

The Thames Sailing barge Trust and **TSBT Sailing & Charters Limited** does not provide your personal information to any third parties for marketing purposes.

We may, however, share your details:

- with Service providers who work on behalf of the Thames Sailing Barge Trust in the delivery of our services to you, for example: printers and mailing houses, database services, website hosting or email delivery service

- with other areas linked to the Trust as detailed above which require Members' personal details in order to meet safety or security requirements. For example, when members book sailing or charters with **TSBT Sailing & Charters Limited**.
- Information we hold may be accessed by members of the Trust's management committee for the purpose of carrying out specific responsibilities. If this is the case, the information will be destroyed after use and only be used for the purpose under which it is provided.

### How we protect your data

The Thames Sailing Barge Trust and **TSBT Sailing & Charters Limited** are committed to protecting the personal information you entrust to us. We use appropriate security and policies, so the information we have about you is protected from unauthorised access and improper use. This includes passwords on computers specific to the data held and can only be accessed by the data processor responsible for the information held.

Membership records are also held on Open Drive Cloud Storage. Access to this is only available to the Membership Secretary.

None of your information is transferred to organisations overseas.

We will keep your information only for as long as is necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need.

We will delete your personal information from our electronic files and databases when:

- you notify us that you want to end your membership of the Society;
- 3 months after the expiry of your membership should we not receive any renewal instructions from you.
- When you are no longer a member of the TSBT 100 Club
- 6 months after you leave the TSBT Trainee Mates Scheme or after we have recruited new trainees and your application has been unsuccessful
- Within one month after you have completed a charter or sail with the Trust unless you are a TSBT Member
- On receipt of a written request that you wish to change your consent to us holding your data, this can be by email to [membership@bargetrust.org](mailto:membership@bargetrust.org) or in writing by using our contact details at the start of this policy.
- In respect of information given to HMRC in respect of Gift Aid payments, this information will be held in line with HMRC rules for a period of 6 years.

The above data will be destroyed by deleting from all computer databases and any paper files destroyed in a confidential manner.

### Your choices

We recognise that you may want to see what data we are holding, to change or delete it, as it is your data. Therefore you can request at any time:

- copies of your personal information that we hold;
- that your data be changed, for example change of address;
- that we change the method of contacting you;
- that we stop contacting you;

Every email we send to you via Mailchimp includes the opportunity to unsubscribe from future communications.

If you are a member and do not wish us to send you any further emails, then please email [membership@bargetrust.org](mailto:membership@bargetrust.org) with your request which will then be dealt with within 1 month of receipt.

You can contact us by email or in writing using our contact details at the start of this policy, if you need details of the information we hold on you. Depending on the information requested, for security purposes we may require additional identification from you before acting on the request.

You have the right to have information held about you by us corrected. If you have any concern about the accuracy of your personal data, please let us know using the contact details at the start of this policy.

If having contacted us, you do not receive the service to which you feel that you are entitled, you have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk)

**Updates to the Privacy policy and further information**

This policy was last updated on 22<sup>nd</sup> May 2018

We may need to update it periodically to take into account changes at the Thames sailing Barge Trust and TSBT Sailing & Charters Limited or for example to reflect changes to regulations or legislation.

Updates to this policy will be posted on the Society’s website. Please would you check it from time to time. We will also inform you of any changes by email where we have your email address, or by mail, or in the Trust’s newsletter if you are a Trust member.

Further information on data protection regulations and laws can be found here: <https://ico.org.uk/for-the-public>

**Consent**

The **Thames Sailing Barge Trust** maintains computer databases of members and other individuals personal details with whom we communicate and with whom we would like to keep in touch with about the work we are carrying out on the barges, fundraising appeals, events, sailing programme and opportunities to support us. If you are a member it is important that we hold this information so that we can forward to you a copy of the Trust’s newsletter ‘Golden Chaffcutter’.

We will never sell your data and we promise to keep your details safe and secure.

Please indicate below whether or not you give the **Thames Sailing Barge Trust** permission to use the information you have supplied in line with its Privacy Statement.

**Please tick as appropriate**

YES I confirm I am happy for my personal data to be held in line with the Trust’s Data Privacy Statement

You can change your mind at any time about the consent you are giving by emailing us at [membership@bargetrust.org](mailto:membership@bargetrust.org) or by writing to us at Data Protection, Thames Sailing Barge Trust, 25 Repertor Drive, Maldon, Essex CM9 6FQ.

We includes the Trust, its charitable and trading subsidiaries

(For further details on how your data is used visit <http://www.bargetrust.org/membership> to see a copy of the Privacy Statement)

Signed..... Date.....

Registered Office: Thames Sailing Barge Trust, 8 Birch Close, Ely, Cambs CB7 4TJ  
Registered Charity No. 1102840; A company limited by guarantee registered in England & Wales No. 04726591