

## Privacy Statement

Powersail Training is committed to protecting and respecting your privacy. We need to process certain personal data in order to do important stuff like manage, take course and training bookings and issue and manage certificates and qualifications. Your confidence in the data we hold about you is important to us, and why we take your privacy very seriously. We've made quite a few changes with GDPR coming into force and we hope these measures will help further protect your personal data that we hold. If you have any questions, concerns or comments please email [info@powersailtraining.co.uk](mailto:info@powersailtraining.co.uk) There is now a lot of information about the specifics of what we do, but if you're not sure about anything just get in touch. This policy explains when and why we collect personal information about you, how we use it, how we keep it secure and the circumstances when it may be disclosed to others. The policy also explains your rights in relation to that personal information. We keep this policy under regular review, and may change it from time to time, so please check this page for any updates. The privacy policy was last updated on 23 May 2018. **Who are we?** We are the Powersail Training Limited, 174, Cardiff Road, Cardiff. United Kingdom. CF5 2AD. We work closely with the RYA and share certain data with them to process certificates. The RYA privacy policy is available here : <http://www.rya.org.uk/legal-info/Pages/privacy-security-and-data-protection.aspx>

**When do we collect your personal information?** We have a range of roles and so collect personal information at different times. These include when you: use a Powersail Training product or service; the Powersail Training Website [www.powersailtraining.co.uk](http://www.powersailtraining.co.uk) subscribe for email newsletters and updates, participate in any sporting event, experience day, boat show, or sporting competition, or undertake any assessment or examination provided by us.

**What type of information do we collect?** Common information we ask for includes: your name, address, e-mail address and phone number in order to contact you. Financial and credit card information, in order that we can process an order for you Photographs for instance in connection with photo verified certificates (such as the ICC) For those participating in events, training programs and courses; Details of any relevant medical conditions which could affect your participation (which will only be collected when you have provided your express consent) the name, address, email address and phone number of your next of kin and/or emergency contact details of any relevant training records and training plans any relevant dietary records and details of your dietary requirements details of any relevant boating, yachting or other sea faring experience you may have, health information including any particular health conditions or mental or physical impairments you may have which may impact on your role, and details of your qualifications including the results of any examination or assessment Additional Information we collect about you when you visit the Powersail Training website: technical information, including the Internet protocol (IP) address used to connect your computer or mobile device to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; items purchased and the cost of those items including any discounts; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number we take up references for you or seek verification of any of your qualifications from any referee you may have put forward. Website Cookies Please refer to the cookie policy.

**Why do we collect this information?** When we collect information from you directly we explain the reason for collecting that information at the time of collection. To fulfil a contract with you; to provide you with any products and services that you request from us including: items purchased from us, coaching and training services to register you as a qualification or credential holder When it is in our legitimate interests, and our interests are not overridden by your own interests; to notify you of any changes or proposed changes in any laws, regulations or best practice in relation to boating and other related activities which we feel may be of interest to you to ask questions for the purposes of market research to provide you, with information about goods or services we feel may interest you that are similar to those that you have already obtained, purchased or enquired about. If you are an existing customer, we will only contact you by electronic means (e-mail or text message) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you to consider any complaints made to us about you When we have obtained your consent to do so; when you have opted in to receive email newsletters and other marketing materials When we have obtained your explicit consent to do so; when dealing with 'special categories' of information such as medical data, biometric or profiling data, passport data or similar as defined by the General Data Protection Regulation, for instance medical information gathered to participate in an event, or to hold a particular qualification or licence.

**When do we share your information?** We may share your information with certain third parties including: The RYA who require the information in order to provide services which you have requested or to conduct any examinations or assessments which you have requested (and who may need to pass the same to emergency and medical services providers, who may be located outside of the EEA) examiners, inspectors, assessors, trainers and coaches who require the information in order to provide services which you have requested or to conduct any examinations or assessments which you have requested (and who may need to pass the same to emergency and medical services providers, who may be located outside of the EEA) race officers and race organisers of events held or managed by us who require the information in order to look after your welfare (and who may need to pass the same to emergency and medical services providers, who may be located outside of the EEA) sporting regulatory bodies and law enforcement agencies both in the UK and overseas (including countries outside of the EEA) when it is necessary to comply with our legal obligations We may also disclose your personal information to third parties: if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation, or in order to enforce or apply any contract or terms in force between you and us; or to protect the rights, property, or safety of Powersail Training, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of security, law

enforcement, fraud protection and credit risk reduction if you ask, to provide any verification of your qualifications or experience or if you refer any person to us to obtain any verification of your qualifications or experience, we may use your information to provide the verification sought. We will only disclose as much information as is required for the third party to fulfil the particular function and where required to do so we will have a contract in place with third parties requiring them to keep your information secure and not to use it for their own purposes. We may choose to publish certain information in the public domain or the press: We may ask for your consent to use your image or certain personal information for publicity purposes. Before publishing such information we will consider the potential impact publishing may have on you, and your rights, and ensure that these are not overridden by our own interests.

**How long do we keep your information?** We may keep and process your personal information for as long as necessary to fulfil the purposes we collected it for, or for as long it is necessary to do so for legal reasons. We will review your personal information regularly to establish whether we are still entitled to process it. If we decided that we are not entitled to do so, we will stop processing your personal information to the extent that it is appropriate to do so and securely delete or anonymise it. To determine the appropriate retention period, we will consider the amount, nature and sensitivity of that information, the potential risk of harm from unauthorised use or disclosure, and whether we can achieve the purposes for which we process that personal information through other means. In some cases you can ask us to delete the personal information we hold about you. Please see the section below titled your rights.

**Where do we store your personal information?** Your information may be held at our offices, or on secure servers either owned by Powersail Training or by one of our data processing partners. On occasions your information may be transferred to or stored at other locations, for instance when participating in events. We have in place reasonable technological measures and operational procedures to safeguard your personal information from unauthorised access.

**Your rights:** You have the following rights in relation to the personal information we hold about you: to access your personal information to be provided with information about how your personal information is processed to have your personal information corrected to have your personal information erased. Please be aware that erasing your personal information may prevent us from continuing to provide services to you. to object to or restrict how your personal information is processed to have your personal information transferred to yourself or to another business in certain circumstances. In many cases you can exercise these rights by making a request to [info@powersailtraining.co.uk](mailto:info@powersailtraining.co.uk). You have the right to take any complaints about how we process your personal information to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113. Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF