



Howth Yacht Club Privacy Notice

Effective Date: April 2026

Next Review Date: April 2027

Policy Owner: Marketing & Communications

Approved By: General Committee

1. Privacy Information

The following Privacy Information is being provided to you regarding the General Data Protection Regulation (GDPR), effective from 25 May 2018.

In this regard, Howth Yacht Club (HYC) processes personal information to administer and conduct Club-related activities. This document is intended to inform you of how any personal information you give us will be used, by whom, and for what purpose.

2. What information is held by HYC?

The personal information held by us may include:

- Data to identify you, including your contact information
- Other personal details provided by you necessary to use our services
- Information about you provided by others, e.g. club affiliation data, instructor training reports, etc.
- Information which you have consented to give us in using our services, e.g. Garda vetting data, medical history, etc.
- A history of your contacts with HYC and your service interactions

3. Who is the Data Controller for my data?

HYC is the Controller of your Personal Data. If you require further information regarding Data Protection or how your data is processed, please initially contact us at:

- Tel: 01 8322141
- Email: office@hyc.ie
- Post: Office Supervisor, Howth Yacht Club, Middle Pier, Howth, Co. Dublin

4. What is the purpose of processing my Personal Data?

HYC processes personal information to administer and conduct Club-related activities. This includes member details, membership status, boat ownership and insurance, affiliations, event/regatta registrations, class/regional/national/international squads, disciplinary processes, communications and notifications, personal proficiencies, legal licences, training and coaching qualifications, and compliance-related requirements including vetting.

We may also keep you informed of Club news, activities, and events if you consent to this.

5. Can anyone else receive a copy of my Personal Data?

Your Personal Data can be accessed by HYC Administration and data processors acting on our behalf under contract (e.g. IT support).

Note that your data on the password-protected Members' Section of the HYC website (which you can access and edit) will only be available if you opt in to your data being available. If you do not opt in, your data will not be available to other members, either through HYC.ie or the Office/Marina.

Any third-party data processor will be carefully managed with appropriate technical and organisational controls to ensure the security and integrity of Personal Data.

6. Hard Copy Data

Non-electronic Personal Data is stored in secure cabinets in HYC Offices, accessible only by relevant HYC staff.

7. Length of Data Storage

The duration that Personal Data is stored in HYC is determined by the Articles of the HYC Constitution (e.g. changes in membership).

In exceptional circumstances, we may retain Personal Data after the specified period. This is particularly so where legal obligations arise, for the establishment, exercise or defence of legal claims, or otherwise in accordance with the Data Protection Commissioner guidelines (e.g. child welfare issues).

8. How to obtain a copy of your Personal Data

You have the right to request a copy of all of your Personal Data and can do so by contacting HYC at office@hyc.ie. This information will be provided to you within one month.

9. What are my privacy rights relating to my Personal Data?

In accordance with GDPR, you have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing.

10. Where to get further information

Further information regarding your rights can be obtained through the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois, or on the website www.dataprotection.ie.

11. How do I make a complaint or report a breach?

Should you wish to make a complaint or report a breach in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner at info@dataprotection.ie.

Visitor Notice

Visitors to Howth Yacht Club are considered temporary members for the duration of their visit, and their personal data will be processed in accordance with this Privacy Information.