

## Privacy Policy

This policy explains when and why we collect personal information about our volunteers, passengers and sponsors, how we use it and how we keep it secure and your rights in relation to it.

- We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <https://www.knoticat.org.uk>
- We will always follow the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### Who are we?

- We are a group of volunteers operating Knoticat, and part of the Sports Forum for the Disabled, charity number 900608.

### What information we collect and why.

Type of information	Purposes	Legal basis of processing
Names, address, telephone numbers, e-mail addresses	Managing bookings and contact with passengers Managing volunteers contact	For the purposes of our legitimate interests in operating the boat.
Photos and videos of passengers and crews	For use on the Knoticat website and social media pages and using in marketing material	Consent. We will seek the passengers consent
Bank account details of those making donations	Accepting donations	For accounts purpose

### How we protect your personal data

- We will not transfer your personal data outside the EU.
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

### Who else has access to the information you provide us?

- We will never sell your personal data. We will not share your personal data with any third parties except where required to do so by law.

### How long do we keep your information?

- We will hold your personal data on our systems for as long as you are involved with the charity either as a volunteer or passenger and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to store it. If we decide that we are not entitled to do so, we will remove it, except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations.

### Your rights

- to access your personal data
- to be provided with information about how your personal data is stored
- to have your personal data corrected
  - to have your personal data erased in certain circumstances
  - to object to or restrict how your personal data is processed
  - to have your personal data transferred to yourself.
- You have the right to take any complaints about how we process your personal data to the Information Commissioner:  
<https://ico.org.uk/concerns/> 0303 123 1113.  
Information Commissioner's Office Wycliff House Water Lane Wilmslow Cheshire SK9 5AF

#### What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

#### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should look at the privacy statement applicable to the website in question.

For more details, please address 'any questions, comments and requests regarding our data processing practices to [secretary@pyra.org.uk](mailto:secretary@pyra.org.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.