

Poseidon Atlantic Sailing School

Privacy Policy



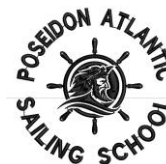
PASS/3d. PRIVACY POL/2023/1

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INTRODUCTION

Poseidon Atlantic Sailing School and the RYA are committed to protecting and respecting your privacy.

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. This privacy policy was last reviewed on the 8th November 2023.

WHO ARE WE?

We are Poseidon Atlantic Sailing School, Calle Explanada Del Castillete, Torre de Control S/N1a, ATR 111, Marina de Puerto de Mogán, 35138 Mogán, Gran Canaria.

We work closely with The RYA of RYA House, Ensign Way, Hamble, SO31 4YA.

WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

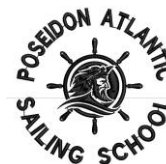
We collect your personal information so we can;

- Process your application form for the course you have enrolled in, whether this is a practical course, a theory course or an online course.
- Inform your instructor of any medical or dietary needs.
- Have an emergency contact for you for your duration of your course or your time as an instructor at Poseidon Atlantic Sailing School.
- Add you to our mailing list so we can inform you of the up and coming offers and courses.
- To register your qualification with the RYA

WHAT TYPE OF INFORMATION DO WE COLLECT?

We will ask you for the following;

- Your name
- Your address
- Your email address
- Contact telephone number
- Date of birth
- Previous/ current medical information which could affect your participation
- Dietary requirements
- Emergency contact information
- Relevant experience/previous courses completed
- A passport photograph of you for your skipper licenses



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WHO DO YOU SHARE MY INFORMATION WITH?

PRACTICAL COURSES

On successful completion of your skipper course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal or www.rya.org.uk. The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's privacy policy.

ONLINE COURSES

To enable access to your online course we need to share some of your personal data with the RYA via your user profile in www.ryainteractive.org. This learning management website is hosted and maintained by a third party called Learning Pool, who will not use your personal information for any reason other than enabling your course. Your name and email address will be entered on www.ryainteractive.org in order to create your user account. On your first access to the site, you will be asked to enter your address and date of birth. You will have access to the site for one year in order to complete your online course. During this period, your personal information will be held on the website by Learning Pool and be available to this training centre and the RYA for the purpose of managing your course.

Instructional support will be provided by this training centre for a period of

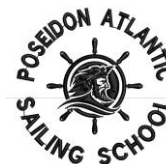
One year from the date of your course booking. On completion of your course, your name, email, date of birth and address will be transferred to the RYA's central database for the purpose of recording details of the course and any certification you gain as a result of it. This information allows the RYA to record your certification, to update any records they may already hold about you or your qualifications and to verify your certificate if required.

After one year from the date of your enrolment on a course, your user account will be removed from www.ryainteractive.org

Full details of how the RYA will deal with your personal information will be displayed when you first access www.ryainteractive.org.

For the duration of your access to the site, your data will be held in accordance with the RYA Interactive Data Policy, Terms and Conditions <https://www.rya.org.uk/club-centre-support/training/shorebased/online/site-policy>

If you receive a digital certificate downloaded from the RYA Interactive site on completion of your course, your name, address, date of birth and certificate details will be transferred to the RYA database and held in accordance with the RYA's Privacy Policy <https://www.rya.org.uk/legal/privacy-security-and-data-protection>



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WHEN DO YOU SHARE MY INFORMATION?

We will have to share your information with the RYA once you have completed a skipper licence or when you have registered for a RYA interactive online course.

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 Poseidon Atlantic Sailing School, the RYA, our customers, members or others. This includes exchanging information with other companies and organisations for the purposes of security, law enforcement, fraud protection and credit risk reduction

Your data will not be shared with any third party for marketing or commercial purposes without first obtaining your explicit consent.

HOW LONG DO YOU KEEP MY INFORMATION?

Poseidon Atlantic Sailing School will keep your records and a copy of the relevant booking terms and conditions in place at the time, for a minimum of 12 months or until the next RYA inspection of the centre, whichever is the longer period.

Thereafter, contact details and records of correspondence will not be retained unless it is likely that they will be needed in relation to any incident or issues that may require them to be kept.

Instructors of Poseidon Atlantic Sailing School will delete any personal records of their previous clients, for example medical information, and their addresses from their phones, tablets, laptops etc once the RYA course with that client has ended.

If you have completed a SRC examination with Poseidon Atlantic Sailing School, the exam papers must be held by the centre for five years, or until its next SRC centre inspection, whichever is shorter.

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.