

K1 Class Association

Data Protection Policy

November 2024

The Class Association holds data to assist in communications with and coordination of activities for sailors of the K1 class.

Types of data held

- *Members of the association*
 - Name and contact information - for communications about the association and it's activities
 - Boat name and number - to maintain list of ownership, and to assist in events
 - Age (optional) to award age group prizes at events
 - Home sailing club - to understand distribution of the fleet and provide contacts for potential k1 purchasers, (we would ask the member to contact the potential purchasers, not vice versa).

- *K1 owners who are not members of the association*
 - Name and contact information - for annual K1 updates (optional)
 - Boat name, number (optional) to keep track of boats, we would ask the owner to let us know if they have sold the boat, and for contact details of the new owner, if they are willing to share it.
 - Home club (optional) - to update the website with details of numbers of boats at clubs around the country.

- Potential owners
 - Name and contact information (optional) to provide the potential owners contact details to a local K1 association member who may be willing to show / demonstrate / loan their boat.

Access to data

- Members of the K1 Class Association committee will be given access if their role on the committee requires it.
- The data will be encrypted
- Details of sailing clubs where K1's are based and the numbers of K1s at that club will be published on the Class Association web site

Retention of data

- *Members of the association*
 - all details will be kept until no later than 13 months after they leave the association; or
 - If requested by a member upon resigning their membership and communicated by email to k1classtreasurer@gmail.com, within two months of that request being made

- *K1 owners who are not members of the association*
 - All details will be kept until 30 June of the calendar year after that in which they last asked to be added to the Class Association's records; or
 - If requested and communicated by email to k1classtreasurer@gmail.com, within two months of that request being made

- *Potential owners*
 - All details will be kept until 30 June of the calendar year after that in which they last asked to be added to the Class Association's records; or
 - If requested and communicated by email to k1classtreasurer@gmail.com, within two months of that request being made

Approval and review

The policy was approved by the K1 Class Association Committee on 28 November 2024

The policy will be due for review on 28 November 2026