

SeaMotion Privacy Policy

Under Article 6(1) (c) of the General Data Protection Regulations, we are notifying you that Seamotion is collecting and processing data as it is necessary for compliance with a legal obligation. We take advice from the Information Commissioners Office (ICO) and the Royal Yachting Association (RYA) regarding our legal responsibilities. This privacy policy will be reviewed in January each year.

The data that we collect, and what we do with it

The data that we currently collect and process is some or all of the following: Name, Contact details, Medical information, Next of kin.

This information we hold is provided by you for the purposes of purchasing a product from us, and is only used for the purpose for which it is collected. This may come from our online shop, directly by phone or face to face with us. Seamotion is the data controller for this information. Under the GDPR, the lawful basis for doing this is:

- Your consent is required if you opt in to any marketing from us. You are able to remove your consent at any time by contacting us at info@seamotion.co.uk
- We have a contractual obligation to collect data in order to deliver the product you have purchased
- We have a legitimate interest to collect data to safely deliver the product you have purchased

All data is stored securely at our office, and all data is only kept as long as it is required and is then destroyed

Seamotion is required to share certain data with the RYA. Data shared with them will only be used for its stated purpose, and is only kept as long as it is required. Their privacy policy can be found here <https://www.rya.org.uk/legal/privacy-security-and-data-protection>.

Online courses

To enable access to online courses 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.

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.

Your data protection rights

- You have the right to ask us for copies of your personal information
- You have the right to ask us to rectify information you think is inaccurate or incomplete
- You have the right to ask us to erase your personal information in certain circumstances
- You have the right to ask us to restrict the processing of personal information in certain circumstances
- You have the right to ask that we transfer your personal information, in certain circumstances
- You are not required to pay any charge for exercising your rights. If you make a request we have one month to respond to you.

How to complain

- If you have any concerns about our use of your personal information then you can make a complaint to us at info@seamotion.co.uk. If you have any concerns about the use of your personal information by the RYA then you can make a complaint to them at dpo@rya.org.uk. You can also complain to the ICO if you are unhappy with how we have used your data at Scotland@ico.org.uk.