Privacy Notice (easy read)

Easy-read version – Privacy notice trainees

This is an explanation of how we manage your personal information as well as your rights

1. We are Rona Sailing Project. Registered Charity No. 1073048

You can contact us at by email at director@ronasailingproject.org.uk, by phone at 01489 885098 or by post at Unit 1a, Universal Marina, Crableck Lane, Sarisbury Green, Southampton, SO31 7ZN.

2. What information we collect about you, who provides it and when?

Your name, contact details, your next of kin's name and contact details, information of any disability or other medical information you have disclosed and any prior sailing experience

We collect your data:

· From you

· From your parent, carer or guardian

· From your teacher, school or organisation

When processing your data, we rely on the lawful basis of Legitimate Interests.

3. For how long we keep your data

We keep your data after your voyage with us until you reach the age of 25. After this time, personal data will be reviewed, and securely destroyed.

If we collect your data as part of the referral process, but for any reason, you do not engage with our services, we delete your data after 12 months.

4. How do we use your information?

- Provide the best service for you
- Monitor and manage risks
- Provide anonymous reports
- Safeguarding

5. Confidentiality, data sharing and safeguarding

We may share information where we are obliged to by the law and for safeguarding reasons. We do not always seek your consent to do this. Wherever possible, we will tell you what we are sharing and why but sometimes this may not be possible if we think you or someone else is in danger.

6. Your rights are important

You have the right to:

- know what data we hold about you
- correct anything that's wrong
- request the deletion of your data
- complain
- tell us you don’t want us using your information anymore

To exercise any of your rights, or to ask any question, please contact us on 01489 885098

For the full privacy notice, please visit www.ronasailingproject.org.uk