



Organising Authority: Port of Falmouth Sailing Association (PoFSA)

PRIVACY POLICY

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1. **OVERVIEW**

- 1.1 Falmouth Sailing Week is a series of sailing races in which boats and their crews compete. In order to administer and manage the racing the Organising Authority (“we”, “us”, “our”) collect information from entrants about themselves, their boats, crew members, and parents/guardians. Because we cannot run races without this information, providing it is a condition of entry. By consenting to, and agreeing the terms of, this Privacy Policy, an entrant expressly consents and agrees to us processing his/her data in the manner set out herein. This Privacy Policy describes the information we collect and how we use that information. We will use information only in accordance with the terms of this Privacy Policy. For the purposes of this Privacy Policy, the term “information” means any confidential and/or personally identifiable information or other information related to participants in the regatta.
- 1.2 We will not disclose entrants’ information we collect to third-parties for their marketing purposes.
- 1.3 Third-Party Websites. Some pages on the Falmouth Sailing Week website may lead entrants to third-party websites. These sites are governed by their own privacy statements. We are not responsible for their operations, including but not limited to information practices. Entrants submitting information to or through these third-party websites should review the privacy statements of these sites before providing them with personally identifiable information.

2. INFORMATION WE COLLECT

2.1 We collect information about the entrant, the boat, crew members, and parents/guardians of sailors age under 18:

(a) About the Person Making the Entry.

- (1) First name and surname;
- (2) Email address;
- (3) Home phone number;
- (4) Mobile phone number;
- (5) Club membership;
- (6) Under 18 age category (if applicable)

(b) About the Boat.

- (1) Sail number;
- (2) Name;
- (3) Hull colour;
- (4) Number of crew;
- (5) Berth during the regatta;
- (6) Design class.
- (7) IRC TCC (if applicable)
- (8) SWYTC number (if applicable)

(c) About the Crew of the Boat.*

- (1) First name and surname;
- (2) Mobile number;
- (3) Telephone number of an emergency contact ashore;
- (4) Age if under 18.

(d) About Parents/Guardians.*

- (1) Full name

* Items (c)(1)-(5) and (d)(1) will be held for 21 days after the end of the event then deleted.

2.2 Information about entrant and boat is collected via an online form and secure database hosted by a trusted third-party. On submission of the information the entrant is led to the PayPal website to pay the required entry fee. At no time is an entrant's financial information visible to us.

2.3 Information about crew is collected via an online form securely hosted by Microsoft.

2.4 Information about parents and guardians is collected via the Parent/Guardian Consent Form which may be downloaded from the regatta website or collected from the race office. Completed forms are either emailed to the race office or hand-delivered.

3. HOW WE USE THE INFORMATION WE COLLECT

3.1 Information is used as follows:

| Information | Use |
|------------------------|--|
| First name and surname | To identify the entrant |
| Email address | To send important information about the entrant's participation in the regatta |
| Home phone number | To talk to the entrant as and when required |
| Mobile phone number | To talk to the entrant as and when required |

| | |
|--------------------------------|--|
| Club membership | To demonstrate compliance with the Racing Rules of Sailing |
| Age under 18 | To apply the discounted entry fee, and to cross-check that a Parent/Guardian consent form has been submitted |
| Sail number | To identify the boat during the regatta |
| Name | To identify the boat during the regatta |
| Hull colour | To identify the boat during the regatta |
| Number of crew | To aid the work of emergency services in the event of an incident |
| Berth during the regatta | To look for the boat in the event of an incident |
| Design class | To identify the boat during the regatta |
| IRC TCC or SWYTC number | To calculate race results |
| Crew names and contact details | To expedite the work of emergency services in the event of an incident |
| Age if under 18 | To cross-check that a Parent/Guardian consent form has been submitted |
| Parent/Guardian name | To confirm that the person under 18 has appropriate permission to compete in the regatta |

3.2 Who Processes Your Information? Only two race officials have direct access to information submitted on-line: Entry System Manager/Data Controller and the Entries Administrator. Raw information to be processed is exported from the online database to an Excel workbook located on a dedicated laptop used exclusively by the Entries Administrator.

3.3 Who Else Sees Your Information?

- a. The results team receive entrants' names and boat details for loading into the results system;
- b. Committee boat teams receive printed daily class lists against which to record boats' arrival in the race area, participation in a race, and departure from the race area;
- c. Clubs hosting a prize-giving receive lists of class prize-winners.

4. MARKETING

4.1 In order to improve the regatta for competitors we use contact information to ask for feedback, and to disseminate important news about the succeeding year's regatta, including but not limited to when official documentation relating to the regatta has been published on the regatta website.

4.2 We use historical information to analyse trends in entry numbers and from where entrants come to Falmouth.

5. HOW WE SHARE INFORMATION WITH OTHER ENTRANTS

5.1 Before and during the regatta the name of the entrant and details of the boat is published in a list of entries on the regatta website. During the regatta the same information appears in the daily list of race results and series standings published on the website and displayed in hard-copy at the club hosting the prize-giving, and is available for inspection at the race office.

5.2 Official notices about protests or claims for redress are published on the notice board of the club hosting the prize-giving and on the regatta website, and are available for inspection in the race office.

6. HOW WE SHARE INFORMATION WITH THIRD-PARTIES

6.1 Information displayed as in 5.1 and 5.2 is publicly available.

6.2 All information about a boat and its sailors may be provided to the emergency services.

6.3 Lists of class winners appears in media reports.

7. YOUR USE OF INFORMATION

In appropriate circumstances we disclose contact details to enable personal contact between competitors. You agree that, with respect to other competitors' personally identifiable information obtained from the race office or from another official source, you will use this information only for regatta-related communications.

8. INFORMATION SECURITY

8.1 We are committed to handling your information appropriately. We restrict access to raw data both electronically by authorised username and password and physically by restricting access to the entry system computer.

8.2 We provide data-extracts to those race officials who require it to fulfil their roles.

9. ACCESSING AND CHANGING YOUR INFORMATION

Personal information provided to us may not be changed except to correct errors.

10. ACCOUNTABILITY

The Data Controller is responsible for ensuring that our day-to-day handling of your information complies with this Privacy Policy. If want to exercise your right to access your information or have any questions about this policy and our information practices then please contact us by emailing raceoffice@falmouthsailingweek.org.