

## **PRIVACY & DATA PROTECTION**

### PLYMOUTH SAILING SCHOOL POLICY:

1. We do not pass any of your personal details to any one else without your permission.
2. We only keep name, address, date of birth and e mail address for verifying certificate records.
3. We do no profiling, monitoring or tracking and we do not use our database for marketing.
4. The data is kept secure against theft in combination with school accounts records.
5. If you wish to have your details deleted, ask us. We will no longer be able to provide duplicate certificates.
6. If you have requested to be put on a standby list, you will receive offers of course dates until either, you tell us to remove your name from the list, or you have completed the course.

### **RYA policy statement on data protection relating to 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](http://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](http://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 1 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 the course, your user account will be removed from [www.ryainteractive.org](http://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](http://www.ryainteractive.org).