



Royal Institute of Navigation

Data Protection Policy

The Royal Institute of Navigation (RIN) data protection policies are compliant with the European Union General Data Protection Regulation (GDPR). We take protecting your personal data seriously and want you to feel confident that when you share data with the RIN it is in safe hands and will be processed appropriately. In short, our aim is to treat your data as we would expect our own personal data to be treated – with respect, due care and only for the reasons it was provided in the first place.

Definitions

Definitions throughout this document are in line with the GDPR, which can readily be found online.

Personal Data

If you provide your personal data to RIN we will store it in a database accessible only to authorised administrators using our association management system (AMS). This AMS is provided by Community Brands under contract with the RIN. The database is hosted on servers in the European Union (and UK in the event that the UK withdraws from the EU).

Data Controller

RIN is Data Controller for your personal data. We will process your data only in connection with providing membership services and related communications and, where appropriate, professional registration services. In the case of non-members, we will process your data to enable communication with you about RIN activities which we believe will be of interest to you. We will refer to this as Membership Services & Communications in the rest of this document.

Data Processors

RIN works with third parties to enable us to provide Membership Services and Communications. For example, we provide addresses information to enable our membership magazine, Navigation News, to be distributed. We have agreements with these third parties, each of whom is a Data Processor for GDPR purposes. Our policy is to minimise the number of data processors, only using third parties where necessary to deliver Membership Services and Communications. We will never sell your data or allow it to be used by third parties other than to provide Membership Services and Communications.

Preferences

You may tell us at any time that you would like us to stop processing or delete your data by e-mailing our dedicated data protection e-mail data_protection@rin.org.uk.

E-mails we send will include an unsubscribe link.



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We aim to effect any stop, delete or unsubscribe requests within 2 working days. In the event of a delete request, we will confirm that we have deleted your data from our active system. Your data may remain in back-ups until these are refreshed. If we are unable to provide membership services because of a data protection request you have sent, we will tell you.

Data Breach

In the event of a data breach, we will follow our data breach plan. You will be advised if your personal data is affected and be notified of the remedial steps we are taking, which will depend on the nature of the breach.

Data Protection Officer

The RIN Director is RIN's Data Protection Officer. Please direct any questions to data_protection@rin.org.uk. We aim to respond within 2 working days.

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