



## **Langkawi Sailing School**

### **DATA PRIVACY POLICY**

This policy explains when and why we collect personal information about our students, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

#### **What information we collect and why.**

E-mail address and name to provide details of future courses and Langkawi Sailing School newsletters.

Any data collected by Langkawi Sailing School will be the minimum required for the purpose of course bookings and qualification registration.

For this reason, there is a requirement to share some of this data with the Royal Yachting Association (RYA) that it may be recorded and placed on the RYA central data base.

The reason that Langkawi Sailing School and the RYA hold this information is that we can refer to our records in the case of replacement certificates.

For this purpose, data is kept for a maximum of six (6) years then destroyed in compliance with RYA guidelines.

#### **Health Declaration**

Emergency contact details, for contacting next of kin in the event of emergency.

Details of any medical condition and or medication, we need to take into consideration during your course. This information is destroyed securely on completion of your course.

#### **RYA interactive 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.

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).

### **Online shorebased courses**

To enable access to your online course we need to share some of your personal data with Navathome via [www.navathome.com](http://www.navathome.com). This training website and database is held and maintained on a secure server.

Navathome is an RYA training centre which specialises in online navigation training and will not use your personal information for any reason other than enabling your course.

Your payment information will be collected by “name of agent” on behalf of Navathome.

This information is collected by “name of agent” and is not passed on to any other organisation.

Payment information for the purpose of logging you into the Navathome admin will not be retained once the payment is made. Your name and email address will be entered on [www.navathome.com](http://www.navathome.com) in order to create your user account. Your postal address will be provided in order to send your student pack. You will have access to the site for six months in order to complete your online course. During this period, your personal information will be held on the website by Navathome and may be available to “name of agent” who may have access to the Navathome database. This period maybe extended should you wish to extend your course access.

On completion of your course, your name and email will be retained by Navathome for the purpose of recording details of the course and any certification you gain as a result of it. This information allows Navathome to record your certification. Your Instructor will not hold any information for the purposes of Navathome student support after this date. Please note that this agent may hold information to enable provision of other training not associated with the Navathome course.

Should you not complete the course in the given time frame, your name and email will be retained by Navathome for the purpose of recording details of the course. This information allows Navathome to retain a record of coursework you have completed. Your Instructor will not hold any information for the purposes of Navathome student support after this date. Please note that this training centre may hold information to enable provision of other training not associated with the Navathome course.

If you would like your personal data removed from [www.navathome.com](http://www.navathome.com) prior to the end of your access period or at any time before you have completed your course, you can request it by email.

Please contact [info@navathome.com](mailto:info@navathome.com) giving your name and email address and the course you would like to delete. Please note that if you request deletion of your account before you have completed your course, your access to the course and records of your progress will be lost.

If you would like details of your online course removing from the Navathome database when you have completed the course, please email your request to [info@navathome.com](mailto:info@navathome.com) giving your name and email address. Please note that removal of course details from the Navathome database, means that any certification gained as a result of this course will not be verifiable by Navathome, nor would Navathome be able to help with a replacement certificate.

Full details of how Navathome will deal with your personal information will be displayed when you first access your course information.