

ASTO Privacy Notice

This statement describes how ASTO, the data controller, collects, uses and protects your information.

How we collect your information

The information we hold about you comes from the way you engage with us, such as online through our website, via email, the post or over the telephone. We collect your information from the information you submit through our website, from information supplied by you (or your employer) to enable us to deliver services to you, and information provided during our business transactions and correspondence.

The type of information we hold

The information we hold may include organisation name, contact name, date of birth, address, contact telephone numbers, email address, bank account details, qualifications.

How we use your information

We process personal data to:

- Provide you with information you have requested;
- Deliver the services you (or your employer) has requested; and
- Invite you to events, newsletters, etc.

We also use this personal data to contact you about other ASTO services that we believe may be of interest to you. You can opt-out of such contacts at any time by emailing admin@asto.org.uk

Who we will share your information with

We will not share personal information about you with external third parties without your consent unless the law allows us to. With your consent we will pass on some of this personal data to our partners or suppliers:

- The RYA. 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. Full details are available in the booking conditions <https://uksailtraining.org.uk/sea-staff/ppr-course>
- Trinity House, if you have applied for a Trinity House Bursary;
- Disclosure and Barring Service (DBS) if you or your employer has asked for a DBS Criminal Records Check
- Sail Training International, if you have applied for Tall Ships Bursary funding
- James Myatt Trust, if you have applied for an International Exchange opportunity
- Educare if you have paid to undertake Educare on-line courses

Storing your information

The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of the data processors we use e.g. Mailchimp and Dropbox are signed up to the "Privacy Shield". "Privacy Shield" means the EU-U.S. Privacy Shield and Swiss-U.S. Privacy Shield Framework self-certification program operated by the U.S. Department of Commerce and approved by the European Commission pursuant to Decision C(2016)4176 of 12 July 2016 and by the Swiss Federal Council on January 11, 2017 respectively.

Within ASTO your information will be stored on our secured systems in accordance with the ASTO Data Protection Policy. Where your information is stored in countries outside the EEA or a country approved by the EU we will ensure it is protected by encryption during transmission.

Retention

We will retain your personal information in accordance with legal and regulatory requirements. You can request your information be deleted and if we can we will, but sometimes we must maintain records containing your personal information for legal reasons. ASTO has a Data Retention policy which is available upon request.

How you can access your information

If you would like a copy of the information we hold about you, please email the General Manager at office@asto.org.uk

Your Rights

If you are unhappy with how ASTO is using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at www.ico.org.uk.

Use of cookies

We may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as letting you navigate between web pages efficiently and remembering your preferences. We do not use cookies to track your use of our site, to make decisions about you or to send you marketing information electronically.

How we will tell you about future changes to this Privacy Notice

Any changes we make to our Privacy Notice will be put on our website. Please check for updates from time to time, so you are always fully aware of what information is collected and how it is used.

How to contact us

If you have any questions or concerns about our use of your personal information, please email admin@asto.org.uk