



A non-profit organisation registered in France under the law of 1st July 1901

Professional Yachting Association (PYA) Privacy Policy

Introduction

We take privacy seriously and are committed to providing you with clear and comprehensive information on how your personal data is collected and used.

This privacy policy has been prepared using sources deemed reliable, and to the best of our knowledge, is compliant with the European Union's General Data Protection Regulations (GDPR).

We require users to agree to this policy before using our services, so we recommend that you take the time to read this document carefully. If you have any questions, please contact the PYA on marketing@pya.org.

We are the Professional Yachting Association (referred to as **the PYA** from here on), and our registered business address is 23 Rue du Général d'Andréossy, Antibes, 06600 France.

The PYA will be what's known as the 'Controller' of the personal data you provide to us.

Personal data we collect

The personal data we collect depends on the type of interaction you are having with the PYA. These interactions are split into three categories:

1. Those receiving a PYA service including:

- Members or Partners of the PYA
- Non-members requesting verification of their sea service
- Members and non-members using our confidential Members' Assistance Service

The data we collect on these people could include some or all of the following: name, address, email, phone number, company/yacht, job title, passport details, qualifications, career history (including sea service testimonials and CV).

If you joined the PYA before 2018, we may also have collected data on your physical attributes, including eye colour, height, distinguishing marks and blood group. Because this information is no longer required for the processing of sea service verifications, we have stopped collecting it. If we hold this data and you would like us to delete it, please contact marketing@pya.org.

2. Those people who, in an official capacity verify your sea service

When you ask a captain or management company to sign a Sea Service Testimonial for you, you need their agreement that their personal data may be passed to us so that we can lawfully process it for the purpose of verifying your sea service. Our new [GDPR-compliant testimonial templates](#) include this statement as standard.

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The data we collect on these people could include some or all of the following: name, address, email, phone number, company/yacht, job title, CoC number.

3. Those interacting with PYA in other ways including:

- PYA Event Registrants
- Those joining a mailing list or requesting information
- PYA survey respondents (only in some cases as many of our surveys can be completed anonymously)

The data we collect on these people could include some or all of the following: name, address, email, phone number, company/yacht, job title, dietary requirements.

We may also collect personal data that you give to us about other people if you register them to attend an event. You agree that you have notified any other person whose personal data that you provide to us of this privacy notice and, where necessary, obtained their consent so that we can lawfully process their personal data in accordance with this policy.

How do we collect your data?

- **Via online application** – When you join the PYA online at www.pya.org, your data goes directly into our database
- **Via paper application** – If you join using a paper application form, your data will be manually entered into our database
- **Via external online software** – We use third-party software for event registrations, forms, surveys and elections. Data collected from these secure third-party applications is transferred to our database for lawful processing. Interaction with third-party software is also governed by the software provider's own privacy policies.
- **Via website contact form** – If you use the form on our contact page to send an enquiry, we will collect your name and email address to respond to you.
- **Via follow up to meeting** – When you exchange business cards with a PYA representative, we would like to contact you afterwards. Sharing business cards will not automatically denote that you are added to a direct mailing list, but you will be contacted according to the purpose discussed at the original meeting.

What do we use your personal data for?

We may use the information that we collect from you in the following ways:

- To comply with our obligation to [verify your sea service](#) on behalf of the MCA (under the regulation of MIN 543), which may include contacting you to query information you have provided, notifying you of the status of your sea service, or requesting missing documentation. It also includes contacting the person who signed your testimonials for confirmation that the information therein is correct.
- To contact you by email to verify sea service which you have signed for somebody else.
- To bill you and process payments sent to us and to send receipts.
- To send you emails regarding your membership status and expiry.
- To notify you of changes to, or enforce compliance of, our Terms of Service or Privacy Policy.

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- To personalize your experience and to allow us to deliver the type of content and products in which you are most interested.
- To send you other content which **you may opt in or out of** including:
 - Useful information on the latest yachting news, regulations, industry changes etc.
 - Industry surveys to help shape the future of yachting
 - Event invitations
 - News from the PYA, including details of product offerings, articles or other marketing materials.
- Our communications with registered members can be by email or by phone. Our communications with all other contacts will be by email.

Mailing preferences

If at any time, you change your mind on your mailing preferences, you may opt out of certain types of mailings, or unsubscribe from them completely. When we send you a marketing email, there is a link to action this in the footer. Alternatively, you can email marketing@pya.org to change your options. We will soon be introducing a mailing preference tool to the members' log in area so you can easily select the content you want to receive.

Please note that if you are a PYA member, although you can opt out of news, surveys, invitations and product offerings, we will still need to contact you in connection with your membership and sea service verification. This is lawful processing of your data based on the [terms of your membership](#).

Credit card details

Online payments

If you join and pay for membership of the PYA online, you can choose to process your payment through either Paypal or Stripe. In both instances, the PYA does not see, collect or store the credit card details or process the payment on our servers. Therefore, any information regarding your payment processing and security must be verified by the Terms of Service Agreement and Privacy Policy of either [Stripe](#) or [Paypal](#).

The payment processor 'Stripe' may also provide us with information including your name, credit card type, expiration date, and the last four digits of your credit card number, but never the full card details.

Card payments in the office

Credit card payments made by you in our office are processed using a Point of Sale machine. We do not see, collect or store the card details.

Remote card payments

If you ask us to process your card details over the phone for a payment, these are input directly to the card machine for immediate payment and are not written down. Once processed, they are not stored.

Similarly, if you send us your card details by email or scan to make a payment, once they have been processed, they will be deleted. We do not hold card details for members.

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Cookies

Our website uses cookies so that we can recognise you when you return and enable you to log in. Most browsers are initially set up to accept cookies. You can change your browser settings either to notify you when you have received a cookie, or to refuse to accept cookies. Please note that changing your browser preferences may affect the functionality of the PYA website.

We also use Google Analytics and Facebook Adverts Manager. When you visit our website, these embedded third parties automatically collect and store information about your device and your activities. This information could include (a) your computer or other device's unique ID number; (b) technical information about your device such as type of device, web browser or operating system; (c) your preferences and settings such as time zone and language; and (d) statistical data about your browsing actions and patterns.

Google Analytics and Facebook Adverts Manager place several persistent cookies on your computer's hard drive. These do not collect any personal data. If you do not agree to this you can disable persistent cookies in your browser. This will prevent the third parties from logging your visits.

Who do we share your data with?

By using our sea service verification service, as part of our [terms of service](#), you agree for us to contact the person who has signed your testimonial to confirm the information therein is correct. We will share with them your name and the details of the testimonial that you have submitted to us.

If you have signed somebody else's testimonial, your name and CoC number will be entered into their service record book next to the entry that you have confirmed.

When you register for a PYA event, you will be asked if you agree to your contact information being shared with the sponsors of the event (carefully selected yachting companies whose services may be of interest to you). If you agree, your name, email and position may be passed on exclusively to those companies. If you disagree, your information will not be shared.

Where we hold and process your personal data

All digital personal information held by the PYA is held on servers in the United Kingdom operated by OFEC, the PYA's service provider. All data transmissions between the PYA's office and OFEC's servers are secured.

Access to the data held on OFEC's servers is restricted to certain authorised PYA officers and employees together with authorised OFEC employees.

At the request of the MCA, we also keep photocopies of certificates, passports and sea service testimonials in our head office in Antibes. This information is secure and only accessible by office staff.

We use a third-party email marketing program, Constant Contact and some of your personal data is stored by that company. You can read about Constant Contact's own data security measures [here](#).

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Security

We aim to process your personal data in a manner that ensures appropriate security. However you acknowledge that no system is completely safe. Should a data breach occur, the PYA will notify you immediately through email and notifications on our website and social media.

We do not store your password to log in to our website. You are responsible for keeping this password safe.

Your rights

You have the right to obtain from us a copy of the personal data that we hold for you, and to require us to correct errors in the personal data if it is inaccurate or incomplete. You also have the right at any time to require that we delete your personal data. To exercise these rights, please contact us at marketing@pya.org.

Our website contains links to the websites of some PYA partners. Once you have used these links to leave the PYA website, you should note that we do not have any control over that other site. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this policy. You should exercise caution and look at the privacy policy applicable to the site in question.

Retention

If your PYA membership lapses, we will retain hard copies of your certificates, testimonials, passport and CV for 7 years unless you request it to be deleted prior to that.

If you receive marketing communications from us, we will retain your contact data until you opt out of receiving such communications.

General

We may change the terms of this policy from time to time. If this should happen, the PYA will notify you immediately through email and notifications on our website and social media.

Contact

Should you have questions or comments about the terms of this policy, you can contact:

Carey Secrett (PYA Data Protection Officer)

Email: marketing@pya.org

Phone: +33 (0)4 93 34 91 16

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