

## **Introduction**

The Bermuda Sailing Association (BSA) is obligated to protect the privacy of personal information in compliance with the Bermuda Personal Information Protection Act of 2016 (PIPA). The BSA's Privacy Policy details the protection procedures of how data information is collected, used and stored according to the requirements of PIPA. Stakeholders who engage with the BSA, whether it be National Sport Governing Bodies, athletes, officials, volunteers or employees will acknowledge and agree on how personal information is processed according to the PIPA Act of 2016.

## **Personal Data Collection**

Your personal information that you provide to the Bermuda Sailing Association is necessary to conduct programming. From a legal standpoint, in accordance with PIPA, the BSA will process your personal information and thus will need:

### **1. Consent**

Once your consent is received in writing, the BSA will process your personal information as requested for office operations. At any time, you can withdraw your consent, but this may affect, especially athletes or officials, the opportunity to represent Bermuda in international sports festivals. Personal data is often required by host event administration and sport organizational authorities.

### **2. Performance of a Contract**

Once we receive your consent to process your personal information, this will reflect on the requirements necessary to fully complete office obligations and contracts required to service you. This may include representing Bermuda or fulfilling business obligations related to the BSA.

### **3. Legitimate Interests**

The BSA will process your information only when necessary, and with consent, to fulfill our legitimate business and organizational obligations and requirements. These requirements do not jeopardize your interests, rights and freedoms. As examples, listed below are some of the reasons why your personal information may be used:

How does the BSA process your information?

The BSA processes your information to provide information to Bermuda third party organizations (i.e. Bermuda Olympic Association, Sports and Recreation), international sporting organizations (i.e. World Sailing) and international sports festivals and regattas.

1. To gather passport and medical information for international games representation;
2. To input information into the Regatta and Games Management Systems;
3. To gather personal health, financial and other data required for Grants, Reimbursements, funding, etc.

## **Cookie Policy**

### What is a Cookie?

Information may be sent to your computer in the form of an internet “cookie” to allow our servers to monitor your requirements. The cookie is stored on your computer. Our server may request that your computer return a cookie to it.

These return cookies do not contain any information supplied by you or any personally identifiable information about you.

### Strictly Necessary Cookies

These cookies are essential in order for you to move around the website and use its features, such as accessing areas of the website.

### Performance Cookies

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages.

These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the website works.

### Contact Information

If you leave a comment on the BSA website you may opt-in to saving your name, e-mail address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

### Website Links

Any links found on the BSA website (i.e. related organizations and sponsors) have their own cookie and privacy policies and by linking to them you are under those policies.

### Disabling Cookies

A guide to how to [enable and disable cookies](#) on every web browser.

## **Retention and Deletion**

All personal data are protected through technical and administrative processes to secure your personal information. Due to hackers, cybercriminals or other intruders we cannot guarantee or promise that this information cannot be collected, modified or stolen. The BSA reminds you that we have taken all the precautions necessary to ensure information is encrypted.

At any time, you have the ability to change or access your information that the BSA collects, according to the Bermuda laws. If personal information needs to be reviewed, changed or deleted, please contact the BSA office via e-mail at: [secretary@sailing.bm](mailto:secretary@sailing.bm).

## **Your Rights to Personal Data**

The BSA does not sell personal data to third parties. You will always have the right to your personal data with the following guidelines:

1. Right to know how we are processing your data.
2. Right to have the ability to access any or all your data.
3. Right to have data deleted after being processed.
4. Right to ask for changes for mistakes or incorrect data.

**Verification Process:** At times the BSA may ask for additional or verification of information as requested by third party and international sport organizations that are hosting sports festivals.

## **Changes**

When necessary, the BSA will update this Privacy Notice as required by Bermuda's laws. In the case of an updated notice, we will indicate this with a "Revised" date effective immediately. We encourage you to read the privacy notice on a regular basis to make note of any such changes. The BSA will notify our stakeholders via the website ( [www.sailing.bm](http://www.sailing.bm) ) if there are any changes to the privacy notice.

## **Complaints**

Written complaints are accepted if there are concerns about:

- Personal information collection.
- How the information is being shared;
- Who the information is being shared with; and
- How the BSA processes, stores or handles personal data.

It is important to note that the privacy of the Bermuda Sailing Association is not covered by PIPA regulations. This only relates to the privacy of the rights of individuals.

## **Complaint Submission**

To submit a complaint include in the letter the following;

- Name of person submitting the complaint;
- Contact information of person submitting the complaint: email, phone number, address;
- The nature of the complaint with specific written description;
- How the BSA can resolve your complaint; and
- Submit complaint via email or by phone.

If you have any questions, concerns or complaints contact:

Privacy Officer  
Bermuda Sailing Association  
[secretary@sailing.bm](mailto:secretary@sailing.bm)

### **Evaluation Process**

1. The BSA will respond to your request within 15 business days.
2. The BSA will review your request to determine if it is a redress, procedural, operational or organizational error. If we are unable to address the issue it will be referred to an organization or agency.
3. The Privacy Officer will review the complaint then make any recommendations with possible actions that need to occur. The BSA will communicate with you with a response or any action that needs to be taken.
4. The BSA will review and resolve any complaints within 20 business days. If there is a delay or more time is required, you will be contacted by the Privacy Officer.

### **Contact Us**

Questions or comments pertaining to the BSA Privacy Notice can be directed to the BSA's Data Privacy Officer (DPO), by email to [secretary@sailing.bm](mailto:secretary@sailing.bm) or by post:

Bermuda Sailing Association  
PO Box 1418  
Hamilton, HM FX  
Bermuda

If you are a resident of Bermuda, the Bermuda Sailing Association is the "Privacy Officer" of your information or by visiting PIPA personnel at the Privacy Commissioner's office ([privcom@privacy.bm](mailto:privcom@privacy.bm)).

Maxwell Roberts Building  
4th Floor  
1 Church Street  
Hamilton, HM11  
Bermuda  
(441)543-7748

If you are a resident outside of Bermuda, the Privacy Officer of your personal information is the Bermuda Sailing Association. The BSA has appointed the BSA Secretary to be our representative and you can contact them via email, [secretary@sailing.bm](mailto:secretary@sailing.bm) or by post:

Bermuda Sailing Association  
PO Box 1418  
Hamilton, HM FX  
Bermuda