

# Data Protection & WebCollect Instructions

1. Sign into your WebCollect
2. Your account page will look similar to below. Click on the tab 'Membership forms'

www.bassenthwaite-sc.org.uk

Contact BASS-SC

My basket

### My Bassenthwaite Sailing Club

Click on here

#### Upcoming BASS-SC events

18-12-2018 Club Ties [Details](#)

[Browse more upcoming events >](#)

#### My bookings

for upcoming events

none for upcoming events [Details of all tickets](#)

#### My subscriptions

current [Manage / Renew my subscriptions >](#)

|                                     |              |
|-------------------------------------|--------------|
| Ordinary monthly - 10 Instalment... | ⇒ 31-12-2017 |
| Family monthly - 10 Instalments ... | ⇒ 31-12-2017 |
| Boat Launch Fee monthly - 10 Ins... | ⇒ 31-12-2017 |
| Bank Holiday Camping - Caravans ... | ⇒ 31-12-2017 |
| Bank Holiday Camping - Caravans ... | ⇒ 31-12-2017 |

[Browse subscriptions](#)

#### My profile

Title

First name

Last name

Email

Unique id for BASS-SC <not assigned>

[Edit](#) [Details](#) [Password](#) [Addresses](#) [Payment methods](#)

#### My family:

| Name | Family admin |
|------|--------------|
|      | Yes          |
|      | No           |
|      | No           |
|      | No           |
|      | No           |

[Edit](#) [Members](#) [Details](#) [Membership forms](#)

3. The membership forms page will look similar to below. Each of your family will have their own tab. Click on each member of your family and then scroll to the bottom of the page.

### My account > Family details

[Back to Family members >](#) [Proceed](#)

Click on each family member's tab & scroll to the bottom of the page

Robin Rebecca Ethan Erin Amber

#### Member details

Title

First name

Last name

Email

Home phone

Mobile phone

Work phone

Date of birth

[Save >](#) [Cancel](#)

#### Addresses

House no. / Street\*

Postcode\*

Country

[Save >](#) [Cancel](#) [Remove](#)

4. At the bottom of each family members tab are the following details about your personal data. Please review and tick accordingly.

- Boat Insurance  All boat owners must take out Third Party Insurance Cover to the minimum value of £2,000,000 to cover any liability for damage to other people or their property whilst sailing
- Images used in newspaper articles  Please tick this box if you do not approve of any images of your family used in newspaper articles.
- Personal Data\*  The information which you provide in this form and any other information obtained or provided during the course of your application for membership will be used solely for the purpose of processing your application (including payment processing) and if elected to membership, dealing with you as a member of Bassenthwaite Sailing Club including creation of a membership handbook with member's contact details which will be available to all members. The data will not be shared with any third party for marketing or commercial purposes without firstly obtaining your explicit consent. Please tick here to confirm you have read this policy
- Handbook Entry  If you object to the inclusion of your details in a membership handbook please tick here

**Save >**

Please read & tick where appropriate



\* Required field