

CHRISTCHURCH ROWING CLUB PRIVACY STATEMENT

This statement contains information for members of Christchurch Rowing Club (CRC) and is required under the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) which came into effect on 25th May 2018. General Data Protection Regulation supersedes the data protection Act 1998. CHRISTCHURCH ROWING CLUB has updated its policies and procedures to reflect the new rights of individuals under GDPR,

CHRISTCHURCH ROWING CLUB keeps information on its staff, members and users, in order to meet our legal obligations and keep individuals safe when they are participating in our activities. Our reasons for keeping this information are covered by the lawful bases allowed in GDPR, namely **CONSENT**: The individual has given clear consent for you to process their personal data for specific purpose. Legitimate interests apply to CRC. That is because, unless we obtain personal data from you and are able to process it, we cannot provide you with the services we offer.

WHY DOES CHRISTCHURCH ROWING CLUB HOLD DATA

We hold data on members to enable us to manage the clubs business and financial affairs, to arrange coaching and training sessions, to keep in touch and liaise with members and to provide information to our national body, British Rowing.

Christchurch Rowing Club uses your personal data to manage and administer your membership and your involvement with its activities, and in order to keep in contact with you for these purposes.

WHAT INFORMATION DO WE COLLECT?

We collect and process personal data from you (or your parents if under 16) through our annual membership registration process. This includes;

- Your name
- Your gender
- Your home address, email address and home and mobile phone number;
- Your date of birth (so we can manage group related activities)
- Your type of membership
- Your method of payment details
- Emergency contact details
- Rowers - Sporting Information to include:
 - Swimming ability
 - Disability
 - Medical Questionnaire (Rowers for safety reasons)
 - Racking details
 - British Rowing Number

WHERE IS THE DATA HELD

Member's data is stored in both paper and on computer. In both cases this data is properly secured in locked premises and by password protection. Passwords are known only to those persons who are appointed to administer the database.

We will ask you to update your personal data each year when you renew your membership.

The data is held on Run-a-Club and Teamer, in a controlled secure environment protected from unauthorised access, use or disclosure.

WHAT WE DONT DO

We will not sell the data nor allow it to be used for other reasons.

RETENTION PERIOD

We hold onto member's personal data indefinitely, for historical archive purposes and to facilitate an ex-member's application to re-join the club.

Members may, at any time, request in writing that their personal details be removed from CRC database. We will then be unable to contact you.

CONTACTING YOU

We will use the contact information you have provided on your membership form.

We will communicate through email.

We may also communicate with you via post or telephone.

May 2018