



Leeds Rowing Club
www.leedsrowing.org.uk

Leeds Rowing Club: Privacy Policy & Notice

Introduction

The club is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your relationship with us as a member and/or volunteer. This notice applies to current and former members. This notice explains how we comply with the law on data protection, what your rights are and that for the purposes of data protection we will be the controller of any of your personal information.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so. Our membership secretary has overall responsibility for data protection compliance in the club. Contact details are set out at the end of this privacy notice.

What are my rights under the new General Data Protection Regulation (GDPR)

You have the right:

- to be informed about the data we are collecting, why we are holding it, what we hold, how we use it, who we share it with, how long we keep it etc.
- to ask for a copy of information held about you
- to rectify any errors in the information the club holds about you
- to object to us about how we are processing your data
- to withdraw your consent for the club to keep your information and to ask for your information to be erased in certain circumstances

What is the lawful basis for our keeping information about you?

Our lawful basis for processing information under GDPR is that a) we have your consent to do this for club management purposes, and b) that processing data is necessary for the legitimate interests of you and the rowing club: keeping you up to date with club activities, managing session times, monitoring attendance at swim tests and capsized drills, managing subscriptions and payments, knowing who to contact if you have an accident whilst on club activities, making coaches aware of any relevant medical problems.

Where is this information held?

This information is held within spreadsheets on password protected computers. Paper copies of information are kept in locked filing cabinets. Information is kept by club officers and captains, and where relevant by club coaches.

What information do we hold and what is it used for?

Purpose	Personal information used	Lawful basis
Making a decision about your club membership, managing your relationship with us sending emails, newsletters about club activities	All the personal information we collect from you as part of the application process. Records of volunteering history. Referee details and any references	We need this information to be able to perform and administer your membership with us
Ensuring that coaching sessions assist in progressing your development as a rower	Information about training attendance, times and performance	We need this information to be able to fulfil our contract with you to improve your rowing ability
Ensuring that safety polices are adhered to	Dates of completion of swim tests, capsizes drills and boat handling training. Records of any accidents/ incidents	We have a legitimate business interest to ensure that our members are safe. We have an obligation to report any incidents via the British Rowing Online Incident reporting system.
Ensuring that all members have paid the appropriate membership, race, transport, racking and other fees	Transaction and payment information	We have a legitimate business interest to ensure that all necessary fees are paid
Paying you for any out of pocket expenses	Transaction and payment information	We need this information to make any out-of-pocket expense payments to you
To arrange and administer your attendance at an event including transportation	Personal contact details. Details of family members and emergency contacts.	This is necessary to enable us to register you onto and properly manage and administer your attendance at the event
To produce and maintain our website and any external marketing campaigns in order to promote the club	Images in video and/or photographic form and voice recordings	Where you have given us your consent to do so. The club has a video/photography consent policy
Assessing experience for a particular role or task	Records of your volunteering history. All information included as part of the application process	We have a legitimate business interest to ensure that our volunteers are suitable for the role
To answer your queries or complaints and to deal with any complaints or legal disputes involving you, or any other members	All personal information we collect and records of your interactions with us regarding any complaint	We have a legitimate business interest to ensure that any complaints are dealt with efficiently and that all legal claims are managed effectively
For the purposes of equal opportunities monitoring	Name, date of birth, gender, ethnicity, disability	We may have a legal obligation to do so and we have a legitimate interest in doing so to make sure our organisation is offering fair volunteering opportunities to everyone. For 'special category' data such as ethnicity and disability – only with your consent
To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to	Information about your health, including any medical condition, health and sickness records, medical records and health professional information.	Where you have given us your consent to do so , this information is stored and shared with relevant coaches

participate and to provide appropriate adjustments to our sports facilities.		
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about whether you have completed a DBS check and about any complaints registered against you	For criminal records history we process it on the basis of legal obligations or on your explicit consent
Storage of records relating to you and also records relating to the club	All personal information we collect	We need this information to be able to fulfil our contract with you and to manage the club. For 'special category' data such as ethnicity and disability – only with your consent

How long is Information held for?

Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years unless there are still any debts to the club outstanding, when records are retained until all debts are paid.

Information about people enquiring about joining the club is kept until they have started rowing. If they decide not to continue it is kept for 1 year and then deleted.

Who is the information shared with?

Membership information is shared with club committee members and officers/ captains but on a 'need to know' basis where those people need the information to manage club activities. Club coaches have access to mailing lists of email addresses, although junior mailing lists have a very limited circulation. Club coaches are informed of any medical issues that members have disclosed as being relevant to rowing, with the member's consent.

In addition, we share information with:

- Any party approved by you
- Governing bodies or regional bodies for our sport to allow them to properly administer the sport on a local, regional and national level. For example, some aggregated, anonymised data is communicated to British Rowing about the number of members and their age break down.
- Grant giving bodies when making grant applications. For example, aggregated and anonymised data such as total number of members in different age bands, ethnic groups, genders and with or without disability.
- Police, law enforcement and security services. To assist with the investigation and prevention of crime and the protection of national security.

We never share club information with third parties for marketing purposes.

Who do I go to if I have a question or concern about my data?

The person at Leeds Rowing Club with responsibility for data protection is the membership secretary. In the first instance all queries about your data should be addressed to this person.

The current Membership Secretary is David Cottrell.

davidcottrell@ntlworld.com or 07973 325 919

You also have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> or 0303 123 1113

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

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