

Maidenhead Rowing Club Privacy Statement

Maidenhead Rowing Club ('we' or the 'Club') is committed to protecting and respecting your privacy. This privacy statement sets out how the Club uses and protects the information that it collects and/or receives from members of the Club, Learn2Row course attendees, suppliers, contractors, employees or anyone hiring its premises, equipment and services etc, in line with the law on data protection.

A) Personal Data we may collect from you

The Club may collect or receive some or all of the following personal data from the people mentioned above:

- a) name, address, phone numbers, email addresses
- b) details of next of kin and emergency contact
- c) date of birth and gender
- d) Club membership details including start and end dates, and British Rowing membership details, including British Rowing ID Number
- e) details of rowing, sculling and coxing performance and points earned
- f) relevant qualifications such as coaching, first aid, safeguarding etc
- g) photographs and videos of members at Club training and rowing events and other external rowing events
- h) skills you are willing to volunteer for Club activities such as workdays and fundraising events
- i) employee data, eg NI number etc
- j) bank account, credit/debit card and other payment details.

B) Special Category Data

In certain circumstances, we may also collect, store and use one or both of the following "special categories" of more sensitive personal information regarding you:

- information about your health, including any medical condition, health and sickness records, medical records and health professional information
- criminal record information

In relation to the special category personal data that we do process we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis particularly safeguarding of children and individuals at risk, and support for individuals with a particular disability or medical condition;
- it is necessary for the establishment, exercise or defence of legal claims

C) How it is collected

These data are collected in a number of ways:

- a) Directly from you via online platforms, by email, forms completed by you or a parent/guardian or via squad captains and coaches etc
- b) From third parties such as the British Rowing ClubHub, FitClub.me, the EFA database and the Disclosure and Barring Service (DBS).

D) Why is it collected?

We collect these data in order to:

- a) run the Club and its activities in a safe and responsible manner
- b) provide members with the services and activities outlined in the [Membership Terms & Conditions](#), squad sessions, coaching, safety advice etc

- c) provide a safe training environment for junior members and those with underlying health conditions
- d) run social and fundraising events
- e) organise and run Learn2Row courses
- f) promote the Club, its activities and facilities
- g) keep members informed of the above
- h) service our employment contracts and legal obligations to HMRC etc
- i) fulfil our commercial contracts.

The club has to show a valid lawful basis for processing your data. We consider these to be: 'Contract' which means we are fulfilling the terms and conditions of a contract, such as your membership agreement or employment contract; and 'Legal Obligation' which means the law says we have to do it. There is further information about this on the [ICO's website](#).

E) Who We Share Your Data With

Officers and employees within the Club who are responsible for membership, event organisation and the day-to-day running of the Club and its activities will have access to the data that is relevant to their task. All persons with such responsibility have been trained in ensuring data is processed in line with GDPR.

Where Contract or Legal Obligation is not a lawful basis for processing your data it will only be passed to third parties with your consent.

We may also share your data with third parties to comply with a legal obligation upon us. In this event we will have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area without your consent.

F) Protecting Your Data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

G) Retention Periods

We only keep your data for as long as we need it. This will be at least for the duration of your contract with the Club and for as long as the Club has a legitimate interest or has a legal requirement to keep it.

H) Member Rights

You have certain rights in relation to the personal data we hold on you: (1) the right to be informed; (2) the right of access; (3) the right to rectification; (4) the right to erasure; (5) the right to restrict processing; (6) the right to data portability; and (7) the right to object. You can find more information on these rights on the ICO's website [here](#). If you wish to act on any of these rights, please contact the Club Chairman whose contact details are listed below.

I) Consent

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

J) Making a Complaint

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

K) Data Protection Compliance

Our appointed compliance officer in respect of our data protection activities is our Chairman who can be contacted by:

Email - Chairman@maidenheadrc.org.uk

Phone - 01628 622664

Post – The Chairman, Maidenhead Rowing Club, The Boathouse, River Road, Maidenhead SL6 0AT