



Maidstone Invicta Rowing Club

Privacy Notice

17th May 2018

Data Protection Notice:

The club needs to process and retain certain information regarding its members' personal data. The club is respectful of such information and is committed to protecting it in line with applicable data protection laws.

Data protection legislation regulates the way in which certain data about you, both in paper and electronic form, is held, used, transferred and disclosed. This Notice will give you some useful information regarding the type of data that may be held about you and the purposes for which it is kept.

1. How the Club Uses Your Personal Data

The Club may Process your personal data for purposes connected with your membership, competition eligibility, safety issues whilst rowing or participating in club activities.

2. Personal Data

The Club holds personal data of its members under its legitimate interest to enable it to operate the club. The following Personal information is held by the club.

- Title, Name, Address, Contact details including telephone numbers and email, gender and date of birth.
- Family Information (marital status/partnership, spouse's name, parent's/guardian's name(s)), next of kin, emergency contact details.
- Club Membership Status (with employment status if relevant to membership), British Rowing membership status and number, details of other current and previous rowing clubs and rowing experience.
- References and correspondence relating to membership of the club
- Occupation
- Swimming ability.
- Basic medical details relevant to taking part in the sport of rowing.
- Welfare material including records of DBS checks.

3. The Special Categories of Personal Data

The club may hold special categories of personal data (sensitive data) about you. This data may include detailed information regarding to your health, criminal convictions, or any other information not included in Section 2 where it is relevant to the club's responsibilities to safeguard club members. This information will only be held with your consent but please be aware that the with-holding of consent may affect your membership status within the club.

4. How the Company Protects Personal Data

The Club will take all steps reasonably necessary to ensure that there are appropriate security measures in place to safeguard your personal data. In determining the appropriate

security, the Club takes into account technological developments and assesses the measures in place against the risk of harm that may result from a security breach. The security measures implemented by the Club are appropriate to protect against the risks presented by the Processing and are put in place to prevent unauthorised disclosure, loss, destruction or damage to your personal data.

5. With Whom the Company Shares Personal Data

Your personal data will only be used to fulfil legitimate club business purpose or to comply with applicable legal requirements

The Club will not share your data to any third parties without your specific consent subject to points 1, 2 and 3 below. The Club undertakes not to sell your data for marketing purposes.

The Club may disclose your personal data without offering you an opportunity to opt out of such disclosure: (1) as required by law; (2) to law enforcement authorities or other government officials; or (3) when the Club believes disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity.

6. Use of Personal Data

The personal data the Club holds will be for management and administrative use for the legitimate and effective running of the Rowing Club.

7. Your Rights Under Applicable Laws

You have the right to request access to, correction of, or to object to, personal data processed by the Club about you. However, if you wish the Club to erase or 'Opt Out' then the Club has the right to withdraw membership as it will prevent the legitimate and safe function of the Club.

9. What happens to your personal data if you leave the Club?

If at any time you wish to leave the Club your personal identifiable data will be permanently erased from our system after a reasonable period to allow for the continued administration of your membership.

10. Questions or Concerns About Your Personal Data

If you have any concerns regarding the Processing of your personal data as described throughout, please contact the Club Secretary. The Club will take appropriate steps to address any inquiries or complaints. The Club also cooperates with relevant data protection authorities for complaints concerning its handling of your personal data.