

# CYGNET ROWING CLUB DATA PRIVACY POLICY



## 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it, in compliance with the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.cygnnet-rc.org.uk](http://www.cygnnet-rc.org.uk) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

## 2. Who are we

2.1 We are Cygnet Rowing Club.

Address: Civil Service Boathouse, Dukes Meadows, Chiswick, London W4 2SH

Contact: Club Secretary, **secretary [at] cygnnet-rc.org.uk**

## 3. What information we collect and why

Type of Information	Purposes	Legal basis of processing
<b>Member's name, address, telephone number(s), email address(es)</b>	Managing the member's membership of the Club. Managing the scheduling of outings	Performing the Club's contract with the member. For the purpose of our legitimate interests in managing the Club.
<b>Emergency contact details</b>	Contacting next of kin in the event of emergency	Protecting the member's vital interests and those of their dependants
<b>Date of birth/age related information</b>	Managing race categories which are age related	Performing the Club's contract with the member.
<b>Gender</b>	Managing membership categories which are age related. Reporting information to British Rowing	Performing the Club's contract with the member. For the purpose of the legitimate interests of British Rowing to maintain adequate data.
<b>Member's name/boat name</b>	Managing race entries and results Sharing race results with British Rowing In coordination with the CSBE, managing boat storage Managing steering permissions	For the purposes of our legitimate interests in organising races for the benefit of Club Members. For the purpose of our legitimate interest in operating the Club For the purpose of our legitimate interest in operating the Club
<b>Club safety-related information</b>	date of capsize drills and steering permissions as well as information on any safety reports they were involved in	For the purpose of our legitimate interest of the Club in ensuring safety of all club members and members of the public, as well as for the purpose of the legitimate interests of British Rowing to maintain adequate data.

Type of Information	Purposes	Legal basis of processing
<b>Photos/videos of members and their boats</b>	Putting on the Club's website and social media pages.	Consent: we will seek the member's consent on the Club's membership application form. The member may withdraw their consent at any time by contacting us by email to secretary <at> <a href="mailto:cygnet-rc.org.uk">cygnet-rc.org.uk</a>
<b>Bank account details of the member or other person making payment to the Club</b>	Managing the member's membership of the Club, the provision of services and events	Performing the Club's contract with the member.
<b>Bank account details of Members and Club Friends making payment to the Club's fundraising account "300 Club"</b>	Managing the member and club friend's input to the "300 Club"	Performing the 300 Club's contract with the member and Club friend.
<b>The Member's name and email address whilst a current member and for up to a year after ceasing to be a member of the Club</b>	Managing the member's membership of the Club, following departure	For the purpose of our legitimate interests in operating the Club.
<b>The Club Friend's name and email address while contributing to the Club's fundraising account "300 Club"</b>	Managing the Club Friend's input to the "300 Club"	Performing the 300 Club's contract with the Club Friend.
<b>Name, email address and telephone number of relevant Club Officers</b>	Information published on the Club's website, in the Club's newsletter and other publications, in each case as a point of contact at the Club	For the purpose of our legitimate interests in operating and promoting the Club
<b>Name, email address and telephone number of each Club committee member</b>	Information published on the Club's website and in the Club's newsletter.	For the purpose of our legitimate interests in operating and promoting the Club.

#### 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we provide to you online we will use a recognised online secure payment system (300 Club wins, refund of over-payments, expenses)
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### 5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.
- 5.2 We will never pass your personal data to British Rowing for the purposes of carrying out surveys without your prior consent (which you are free to withhold).

## 6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

## 7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
<https://ico.org.uk/concerns/> 0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to our Club Secretary, **secretary [at] cygnet-rc.org.uk**