

## **Avon County Rowing Club**

### **Privacy Policy**

Avon County is a Club which exists to organise rowing and rowing-related activities. This gives it a “legitimate interest” in holding data on its members, to allow it to achieve this effectively and safely for the enjoyment of all its members.

Avon County’s data processing is directly related to your club membership. Details of the data held and the use to which the information is put are set out below.

You have a right to review the information we hold about you, and to have it removed as set out in the Data Protection Statement. You may unsubscribe from the club’s mailing lists at any time.

### **Data Protection Statement**

**Contact information** – We hold names, phone numbers, postal addresses and email addresses for members and parents/carers of juniors. Information from July 2017 onwards is held on an encrypted Google drive accessible by the Captain and the Membership Secretary and earlier data on paper forms at the Membership Secretary’s house. Both types of information are processed on the membership spreadsheet held on the Membership Secretary’s password-protected computer.

These details are provided to the Committee when new members are admitted to the club but they are not published. They are used by the Captain for the regular Rowing Notices newsletter and are given to club squad co-ordinators and club event organisers as necessary for the completion of their tasks. Squad co-ordinators are required to keep your data on password-protected files or computers.

They are not divulged to any third party unless this is required by law.

If you leave the club, your data will be removed from the spreadsheet at the end of the financial year or at the date you clear your subscription and racing accounts, whichever is the later.

**Financial Information** – We collect subscriptions by direct debit but the associated bank details are held by the service provider and not by the club.

We hold details of your “account balances” for subscriptions on the membership spreadsheet ( see above ) and for racing-related expenditures on the OS dosh spreadsheet accessible by a small group of Club officials.

Details of outstanding subs balances are not published.

Outstanding racing-related expenditure lists are published as club members are expected to pay the club as they incur the costs. Members are encouraged to pay these debts using the direct debit facility.

**Correspondence** – We keep a record of your email transactions with the club as this helps with organisation and the keeping of accurate financial records.

**Records subject to specific individual permission** – The club holds:

- performance information - relevant to training programmes
- date of birth information - relevant to crew organisation
- medical and swimming ability data - relevant to safety on the water and during land training
- umpiring and coaching qualifications – relevant to organisation of crews and events
- emergency contact details for all rowers

All the above information is given by “legitimate interest” strengthened by “consent” and this is made clear ( see below ) on the application for membership. It is shared with squad co-ordinators if this is necessary for safety reasons.

**DBS data** – The club holds personal information necessary for DBS registration. This is administered by the Club Welfare Officer and the information is kept securely on paper records at his house.

**Photographs and video footage** – The club keeps photographs of members at races and club events and these are used on the website and for general publicity. Video footage for coaching purposes is not publicised.

**Event -related data** – The club runs events and, as organiser, acquires data relating to members of other clubs and their coaches. In this context it considers itself to be a Data Processor, subservient to British Rowing as Data Controller, ( see the British Rowing Privacy Policy on its own website ) and it uses event information only for the proper and safe organisation of events. Each event’s information is held for one year and paper forms and email contact information are safely destroyed at the start of processing for the

following year's event. Other information may remain on the Entries Secretary's computer for administrative reasons.

Club helper co-ordinators for events need to hold email addresses and phone numbers for club members and friends and relatives who have volunteered their services. Helper names go onto the club website during the organisational phase of the event. Helper co-ordinators are requested to take the information down after the event and to store any necessary information safely in their own systems.

