

This privacy statement sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data that you provide us with. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

We may update this privacy statement from time to time and will inform you of any changes in how we handle your personal data.

What personal Data do we collect

- Personal information (such as name, address, telephone number, email address, social media names)
- Membership information (such as name, age, address, emergency contact, club status i.e CoW, BR number)

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our members.

You provide information about yourself when you register with us, and by filling in forms and by corresponding with us by phone, email or otherwise.

Why we collect data

We use member information data to:

- Register you as a member and administer your membership
- Inform members about club sessions
- Inform members about social activities
- Sign up members on club sessions
- Register members for external competitions, i.e. Regattas, Heads and Explore
- Register with British Rowing.
- Emergency contact details will be used when needed.

Lawful reasons for processing personal data

We will only use personal data for the purpose for which it was specifically provided.

Processing of your data is necessary for the administration of your membership.

By signing the Privacy Statement included in your membership form you have given consent for us to process and store the data provided.

Who we share your personal data with

We routinely share this information with:

- British Rowing www.britishrowing.org/privacy-policy/
- Session Leaders or event organisers may be given relevant information needed during events, i.e. emergency contact details.

National Trust

As a club member affiliated to the National Trust's Active Base, you are required to purchase an Active Pass in order to use the facility. The fees for this are included in your WRC subscription, but you are required to provide your personal details to the National Trust subject to their own Terms and Conditions and Privacy Policy.

We will not disclose your personal information to any other third parties, other than to comply with a legal obligation, or to protect the rights, property, safety of our members, associates and others.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Your personal data is stored electronically in password protected files, accessible only by authorized officers of the club. All paperwork is kept securely by the secretary.

How long we hold your personal data for

We keep personal data on our members while they continue to be a member or are otherwise actively involved with us. We will delete this data a year after a member has left or ended their membership, or sooner if specifically requested to do so.

We may need to retain some personal data for longer for legal reasons or regulatory purposes.

Your Rights

You have the right to ask for details of the information we hold about you at any time. This is called a Subject Access Request (SAR). In accordance with GDPR, once you have made a SAR we are obliged to provide you with your information within 20 business days. Such requests should be made to the Club Secretary by email. We will verify this request in person or by phone before providing this information to you.

Under GDPR you will also have the right to:

- Withdraw your consent
- Ask us to erase information
- Ask us to restrict how we process your information