



The Boat House, Shalford Road, Guildford, Surrey GU1 3XL
Telephone: 01483 565849

Guildford Rowing Club Data Protection and Privacy Policy

We, Guildford Rowing Club (the “Club”), use your personal data to provide to you our Club facilities and membership benefits. We have described how we collect, store and use your data in this Data Protection and Privacy Policy. We take seriously our responsibilities to look after your data and we are committed to protecting your privacy. There are steps you can take to control what we do with your data and we have explained those steps in this Policy.

When we talk about data and personal data in this Privacy Policy, we mean personal data which identify you or which could be used to identify you such as your name and contact details and other relevant membership information.

What you need to know

1) Personal data we collect about you

In Order to help run the Club, we might collect the following kinds of information about you:

Your name and contact details (email address, telephone number, address)	<ul style="list-style-type: none"> • When you join as a member • As a parent of a junior member • When you make a membership enquiry
Your rowing preferences (experience, type of rowing, side rowed)	<ul style="list-style-type: none"> • When you join as a member • When you update your records or change status • When you make a membership enquiry
Your occupation	<ul style="list-style-type: none"> • When you join as a member or as the parent of a junior member when they join
Your gender	<ul style="list-style-type: none"> • When you join • When you make a membership enquiry
Your date of birth	<ul style="list-style-type: none"> • When you join • When you make a membership enquiry
Information regarding any medical condition that we need to know so we can adapt our rowing facilities to support you needs or that a coach or fellow crew members may need to know so we can take any precautions we feel appropriate to support you in rowing or participating in club activities	<ul style="list-style-type: none"> • When you join • When you make a membership enquiry • When you update us



Information relating to your availability to row on a particular day or for a particular race	<ul style="list-style-type: none"> When you advise us of availability
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Sensitive personal data

Certain kinds of personal data, such as data about your racial or ethnic origin, your physical or mental health, your religious beliefs or alleged commission or conviction of criminal offences, are special categories of personal data which by law require additional protection. We try to limit the circumstances in which we collect sensitive personal data of this kind, but we do collect this when you notify us that you (or in the case of a parent or guardian) your child:

- has any medical condition that might impact the ability to participate in the sport of rowing or other Club related activities

By providing any sensitive personal data, you explicitly agree that we may collect it and use it in connection with your membership of the Club and participation in the sport of rowing, associated training and other club activities..

2) How we use your personal data

We can only use your personal data if we have a proper reason for doing so. According to the law, we can only use your data for one or more of these reasons:

- To fulfil a contract we have with you, or
- If we have a legal duty to use your data for a particular reason, or
- When you consent to it, or
- When it is in our legitimate interests.

Legitimate interests are reasons for using your data to enable us to provide rowing facilities to our Club members, but even so, we will not unfairly put our legitimate interests above what is best for you.

In the table below, we have set out the different ways in which we use your personal data and the reasons we rely on for using that data.

If we rely on our legitimate interests for using your personal data, we will explain that to you.

What we use your personal data for	Legal grounds for using it	Our legitimate interests
<ul style="list-style-type: none"> To provide rowing related facilities to you 	Our legitimate interests	<ul style="list-style-type: none"> Keeping our records up-to-date To manage our



<ul style="list-style-type: none"> • To communicate with you in relation to Club matters or rowing related matters 		<p>rowing squads, racing calendar, training programmes and squad/crew communication</p> <ul style="list-style-type: none"> • To communicate about race events and any associated activities • To communicate about club social events
<ul style="list-style-type: none"> • To communicate with you and manage our relationship with you • To personalise and improve your membership experience • To inform you about our news 	<p>Our legitimate interests</p>	<ul style="list-style-type: none"> • Keeping our records up to date about you, including membership details • To manage the facilities of the club to ensure we have adequate equipment and other facilities available to you as a member to enjoy the sport of rowing, and other Club related activities.
<p>To meet our health and safety responsibilities</p>	<p>Our legitimate interests Our legal duty</p>	<ul style="list-style-type: none"> • To provide to the extent possible a safe environment for club members
<ul style="list-style-type: none"> • To manage risk for us and our members • To obey laws and regulations which apply to us and the way we deliver our services • To respond to complaints and to seek to resolve them 	<ul style="list-style-type: none"> • Fulfilling contracts • Our legitimate interests • Our legal duty • With your consent 	<ul style="list-style-type: none"> • Being efficient about how we provide our facilities and fulfil our legal duties • Identifying ways to improve the way we support our members and other interested parties.
<ul style="list-style-type: none"> • To communicate with the governing bodies of the sport of rowing, other rowing clubs and competition organisers and the 	<ul style="list-style-type: none"> • Our legitimate interests 	<ul style="list-style-type: none"> • Being efficient about how we provide our facilities and fulfil our legal duties • Identifying ways to improve the way we support our members



<p>organisations responsible for managing our waterways</p>		<p>and other interested parties.</p>
<ul style="list-style-type: none"> • To run our Club in an efficient and proper way • To fulfil our administrative purposes including accounting, billing and audit • To improve our services • To protect the interest of the Club and its members 	<ul style="list-style-type: none"> • Fulfilling contracts • Our legitimate interests • Our legal duty 	<ul style="list-style-type: none"> • Being efficient about how we run the club, support our members, provide our services and fulfil our legal duties • Identifying ways to improve the way we deliver services to our members

3) How we use your data to personalise the service we offer you

We use the data we collect about you from on membership forms, PARQs and other information you share with us. We also may collect data from the records of British Rowing. We use the information from these different sources in the following ways:

- to help us communicate with you.
- to understand more about your preferences

4) Marketing: How to manage messages you receive

We may send you communications by email related to Club matters and other rowing related news. We also send you information regarding club matters, and upcoming social events, as well as races etc. We may also send you marketing communications including information services, special offers we think you might like including those provided by third parties such as rowing kit organisations, training camps, and courses from British rowing or general sport related activities.

You can tell us that you do not wish to receive emails, but please note that if you tell us that you do not wish to receive emails, we may be unable to communicate matters related to the running of the Club and your membership, which may make participating in rowing activities difficult.



We will never share data with third party companies that wish to sell you products without your prior consent.

5) How long we keep your data

We keep your data only for as long as we need it. How long we need data depends on what we are using it for, whether you or your child is a member, for our own legitimate interests (described above) or so that we can comply with the law.

We will actively review the information we hold and when there is no longer membership, legal or business need for us to hold it, we will either delete it securely or in some cases anonymise it.

6) How we protect your data

We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption or destruction.

We use technical measures such as encryption and password protection to protect your data and the systems they are held in. We also use operational measures to protect the data, for example by limiting the number of people who have access to the databases in which our membership information is held. We retain physical copies of the membership forms and any medical records in files that are shared only with the membership secretary and the officers of the Club.

We keep these security measures under review and refer to industry security standards to keep up to date with current practice.

7) Sharing your data

We share some of your personal data with, or obtain personal data from, the following categories of third parties:

- Government authorities such law enforcement authorities: to meet our legal and regulatory obligations.
- British Rowing or other governing bodies for the sport of rowing: as required by our affiliation to British Rowing.
- In relation to medical records, Adaptive squad members need to provide medical evidence to be classified by BR. We do not keep copy of these and members should refer to British Rowing's statement on privacy available here - [British Rowing Privacy Policy](#)

8) Sending data outside of the European Economic Area

We will not send data outside of the European Economic Area ('EEA'), unless a member is racing in a country outside the EEA

9) Your rights



You are entitled to see copies of all personal data held by us and to amend, correct or delete such data. You can also limit, restrict or object to the processing of your data. You have a right to be forgotten and ask us to delete your records. **Please note** as a Club we rely on the details we retain to communicate with you in relation to rowing so if we cannot retain communication records we may be unable to provide you the benefits of Club membership.

If you gave us your consent to use your data, you can withdraw your consent by contacting the Secretary or Chairman of the Club (contact details available on the Website). Please note that even if you withdraw your consent, we can still rely on the consent you gave as the lawful basis for processing your data before you withdrew your consent.

You can object to our use of your data where we rely on our legitimate interests to do so. We explained the legitimate interests we rely in the table above under the heading 'How we use your personal data'.

To raise any objections or to exercise any of your rights, you can send an email to us at secretary@guildfordrowingclub.org.uk or you can write to us at the Secretary, The Boat House, Shalford Road, Guildford, Surrey GU1 3XL

When you get in touch, we will come back to you as soon as possible and where possible within one month. If your request is more complicated, it may take a little longer to come back to you but we will come back to you within two months of your request. We may also ask you to verify your identity before we provide any information to you.

If the Club decides to change this policy, the changes will be posted on this page.

10) Complaints

If you have any complaints concerning the Club's processing of your personal data please email us at secretary@guildfordrowingclub.org.uk or you can write to us at the Secretary, The Boat House, Shalford Road, Guildford, Surrey GU1 3XL

Please note that you have the right to lodge a complaint with the supervisory authority which is responsible for the protection of personal data in the country where you live or work, or in which you think a breach of data protection laws might have taken place.

Members can contact the Information Commissioner's Office by telephone on 0303 123 1113, or by using the live chat service which is available through the Information Commissioner's website www.ico.org.uk.

11) Contact Us

You can email us at secretary@guildfordrowingclub.org.uk or you can write to us at the Secretary, The Boat House, Shalford Road, Guildford, Surrey GU1 3XL