



## Tay Rowing Club Privacy Notice

Tay Rowing Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, and under what conditions we may share them with others. It also explains your legal rights as a data subject and how to exercise them.

### What we need from you

When you register as a member of Tay Rowing Club or renew your membership (including registration or renewal on behalf of a young person aged 16 or under), or attend a course or other event we run, we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility.
- Safety and emergency details – e.g. next of kin, relevant health conditions.
- Weight – for allocating boats / crews.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership and end of year renewal.
- Organise club activities, monitor personal performance and manage risk and safety.
- Advise you of the schedule of club activities and events, and any changes or notices.

### Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the club’s activities, meetings and other events.
- Raise awareness of the club’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Keep track of qualifications and Disclosure Scotland status, particularly for those working with juniors.
- Compile statistics on membership distribution and participation in club activities.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

### Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Other organisations with whom we share your personal information**

When you register with Scottish Rowing it becomes a controller of your personal data, and authorised Club Officers have access to some of those data under Scottish Rowing's terms. Scottish Rowing provides details of how it uses your personal data in its own privacy notice (available at [https://www.scottish-rowing.org.uk/images/pdf\\_folder/Scottish\\_Rowing\\_Privacy\\_Statement\\_Feb\\_2019.pdf](https://www.scottish-rowing.org.uk/images/pdf_folder/Scottish_Rowing_Privacy_Statement_Feb_2019.pdf)).

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive and the Police for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **Third party suppliers with access to members' personal data**

Tay Rowing Club may use third party suppliers to provide services in order to fulfil club objectives. These suppliers may process personal data on our behalf as "processors" and are contractually bound only to process that personal information under our instructions and to protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes. Currently the following third-party suppliers use members' personal data to provide specific services to the club:

- **TeamApp** is a platform used by Tay Rowing Club to improve club communication and keep members updated as to training schedules, events and other notifications. Their privacy notice can be viewed at: [https://www.teamapp.com/fair\\_processing?\\_detail=v1](https://www.teamapp.com/fair_processing?_detail=v1)
- **Survey Monkey** is used by the club for creating and analysing questionnaires. Questionnaires are typically to understand how we can ensure members get the most out of the club, and also for collecting an overview from non-members interested in learning to row. Their privacy notice can be viewed at: <https://www.surveymonkey.com/mp/legal/privacy-policy/>
- **Coaches and event** organisers receive details of training or competition participants.
- The Club makes use of **social media** for inter-member communication. The Club is not a Data Controller for any data provided to these services and has no control over their policies and procedures; members are advised to review the privacy policies of any services to which they submit data.

Personal data will never be sold on to third parties for any purpose. Members may receive emails from the club forwarding on information from third parties when judged relevant to their membership or rowing more generally.

### **How long we keep your personal information**

The Charity Commission require that we hold member information for 6 years after cessation of membership. Information required by them is name, date of cessation and office held if appropriate.

Other than the above, Tay Rowing Club will only keep additional personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for one year.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.

- Access the personal data that we hold about you through a “subject access request”.

You can contact us via the membership secretary [comms@tayrowingclub.com](mailto:comms@tayrowingclub.com)

If you are dissatisfied with our response, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)