



PENGWERN BOAT CLUB CIC PRIVACY NOTICE FOR OUR MEMBERS

References to **we**, **our**, **us** or **the Club** in this privacy notice relate to the Pengwern Boat Club.

Pengwern Boat Club is committed to respecting your privacy. This notice explains how we may use personal information we collect before, during and after your involvement with us. This notice applies to you if you have registered to become or are a member of or volunteer at the Club. This notice explains how we comply with the law on data protection, what your rights are and, for the purposes of data protection, who will be the controller of your personal information.

We have appointed a Data Protection Officer to oversee our compliance with data protection laws. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, postal address, email address and telephone numbers;
- date of birth;
- gender;
- details of an individual to contact in the event of an emergency (name and telephone number)
- membership start and end date;
- records of private boat storage arrangements;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- records of your attendance at any events hosted by us;
- CCTV footage and other information obtained through electronic means;
- images in video and/or photographic form and voice recordings;
- records and assessment of any rankings, grading or ratings, competition results, details regarding events attended and performance.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your health, including any relevant medical condition or relevant medication

We collect and process this information on the basis that it is necessary for the purposes of carrying out our membership obligations in a safe manner and it is based on your explicit consent.

In the table below we refer to these as the "special category reasons for processing of your personal data".

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, you register an account with us at www.pengwern-rowing.co.uk, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are



sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer your membership with us	All contact and membership details, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership with us.
To send you information which is relevant to your membership, including details about advanced ticket information, competitions and events, partner offers and discounts and any updates on rowing or other relevant GB Rowing information	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership with us.
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within the sport	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.



<p>To comply with health and safety requirements</p>	<p>CCTV footage and other information obtained through electronic means</p> <p>Incident reports and investigations</p> <p>Other personal information</p>	<p>We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<p>To administer your attendance at any courses or programmes you sign up to</p>	<p>All contact and membership details</p>	<p>This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.</p>
<p>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</p>	<p>Information about your criminal convictions and offences</p>	<p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our Club:** to allow them to properly administer the sports on a local, regional and national level.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

6. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Generally, where there is no legal requirement we retain all physical and electronic records for a period of six months after your last contact with us or the end of your membership. Exceptions to this rule are:

- CCTV records which are held for no more than 14 days unless we need to preserve the records for the purpose of prevention and detection of crime;



It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you through British Rowing's membership portal. Alternatively, you can contact us via the following link: membership@pengwern-rowing.co.uk.

8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator.

9. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

10. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email: data.protection@pengwern-rowing.co.uk