



MAYFLOWER OFFSHORE ROWING CLUB

Privacy Notice

This notice explains how Mayflower Offshore Rowing Club (MORC) uses and protects the personal information that it holds about members of The Club and other users of The Club.

MORC is a "controller" for the purposes of the data protection laws. The current data protection laws are set out in the Data Protection Act 1998. This will be replaced by new data protection laws with effect from 25th June 2018. We refer to both the current and the new data protection laws as the "Data Protection Laws" in this Privacy Notice.

Members should share this notice with family and dependants where their personal information has been provided in support of a Membership application (Member or Emergency Contact).

What is personal information?

Personal information broadly means information that identifies (or which could, with other information that MORC holds or is likely to hold, identify) a living individual.

What types of personal information might we hold about you?

MORC collects and processes the information about Members that is provided by filling in forms and by corresponding with MORC by telephone, email or otherwise. MORC may hold and process any or all of the following personal information about Members:

- Personal details such as name, gender, age, date of birth, contact details (e.g. address and postcode, email, telephone and mobile numbers) of Members and nominated Emergency Contacts;
- Financial details such as bank account details where they have provided (e.g. to process direct debits);
- Records relating to Member's use of the services provided by MORC; and
- Information about your health where Members have provided this information to MORC (and where there is a legal basis for the processing of such data under the Data Protection Laws – see below).
- Images captured either by MORC, event organisers or others (video or photographs) and used in either Club coaching, Club events or other activities organised by others outside of the Club.

Why do we hold this information?

MORC holds this information because it is needed to provide the services and benefits Members receive from MORC.

In some instances, MORC holds and processes sensitive information relating to Members health if there are concerns about how this may affect and impact on ability to take part in MORC activities and events.

In addition, Members (or parent/legal guardians) may provide information relating to Junior Members. MORC will seek explicit consent to this at the time of requesting the information. Once Members (parents/legal guardians) have given consent, this can be withdrawn at any time by writing to the MORC Membership Secretary (secretary.morc@hotmail.co.uk).

Using Member information in accordance with Data Protection Laws

Data Protection Laws requires MORC to meet certain conditions before it is allowed to use Members personal information in the way described in this Privacy Notice.

MORC relies on a condition that allows it to use personal information to perform contractual obligations to you as a Member of MORC.

MORC will keep the amount of personal information collected and the extent of any processing to the minimum.

MORC will only process 'sensitive' or 'special categories' of personal information under the Data Protection Laws (e.g. information about your health) where Members have explicitly consented to this or where there is an alternative legal basis for processing this information under the Data Protection Laws. This may mean that Members will be asked to sign consent forms in the future.

What do we do with the information?

MORC may use Members personal information for a number of purposes relating to the provision of services to Members:

- To enable Members to use the MORC premises and take part in MORC activities and events;
- To ensure Members are charged appropriately for their membership status;
- To notify Members about services provided by MORC;
- For internal record keeping as required to demonstrate compliance with various obligations inherent in legal agreements with external bodies (e.g. The Club's insurance, West England Amateur Rowing Association and British Rowing).
- Images captured may be used for the purposes of promoting the Club, the sport, Club events and Membership packages.

How long do we keep your information for?

MORC will hold Members personal information on recording systems for as long as is necessary for the services to be provided.

If you cease to be a Member of MORC, personal information is retained for a maximum of one year following cessation in case any issues arise from the period of membership.

Who do we share the information with?

Where appropriate and to enable us to provide the services we may share your information with external organisations such as:

- West of England Amateur Rowing Association
- British Rowing
- Regulators, government departments, law enforcement authorities, tax authorities and insurance companies where MORC are obliged to do so.

We do not disclose your data to any third party other than as required to provide the services and do not sell or transfer your data to third parties for marketing purposes.

Your rights in relation to your personal information

The accuracy of the information that MORC holds about Members is important. If any of the information that MORC holds is inaccurate or out of date, it is very important to inform the Club Secretary (secretary.morc@hotmail.co.uk) so the various record systems can be updated accordingly.

Members have a number of rights under the Data Protection Laws in relation to the way MORC processes personal data, including:

- To access to the data held;
- To have the data rectified if it is inaccurate or incomplete;
- In certain circumstances, to have the data deleted or removed;
- In certain circumstances, to restrict the processing of the data; and
- To object to direct marketing (although we do not carry out direct marketing).

If you wish to exercise any of these rights, please contact the Club Secretary (secretary.morc@hotmail.co.uk). MORC will aim to respond to any request received from you within one month from your request. Access to Members data will be provided free of charge.

Please note that MORC may be unable to delete or remove Members data whilst it is still needed in relation to current or past membership.

Changes to this privacy notice

This privacy notice is current as at 18th September 2018. MORC will keep the Privacy Notice under regular review, and may change it at any time. MORC will inform all Members of any significant changes.