



# HENLEY ROWING CLUB

## Data Protection Statement

### April 2019

Henley Rowing Club is a Charitable Incorporated Organisation (CIO) registration number 1178400. Henley Rowing Club is registered with the Information Commissioner's Office under registration reference: ZA217927.

The CIO is the data controller for the personal data (as defined by the Data Protection Act 2018) that the club holds. Henley Rowing Club Trading Limited does not process any personal data. The Club Secretary manages our data protection.

Henley Rowing Club collects the following personal data for members and for parents/carers for junior members:

- Name
- Postal address
- Email address
- Telephone numbers
- Date of birth for junior members
- Emergency contact name and telephone number
- Other safety-related information
- Bank account information and financial transactions
- Gender
- Nationality

Henley Rowing Club collects the following special categories of personal data for members:

- Medical conditions that might impact the member's safety whilst rowing

Henley Rowing Club collects the following person data for members who are part of a coached training squad:

- Training performance data

Henley Rowing Club uses this personal data in the following ways:

- To ensure the personal well-being of members
- To organise club activities (eg rowing outings, competitions and social events) for members
- To submit entries for members into external rowing events
- For submission of data to related organisations in summary form only (ie no identification of individual members).
- For payment of expenses or refunds
- To develop training programmes and select crews
- To use the British Rowing membership management system, ClubHub

The club operates CCTV for security purposes. Members may be filmed while around the club and premises. This data is held for two weeks then overwritten.

Henley Rowing Club securely stores this personal data on local and cloud-based computer systems and in paper records. There are strict controls over who can see your data.



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Henley Rowing Club members will be asked for their consent for Henley Rowing Club to hold their personal data. On request to the Henley Rowing Club secretary, Henley Rowing Club members or parents of junior members under the age of 15 on 1 September of the membership year will be given a copy of the personal data that is held about them. We will not share certain confidential personal information and data if we consider that this will affect the safety or wellbeing of the person(s) involved.

All personal data relating to a member will be deleted within a year of a member leaving Henley Rowing Club once any outstanding issues, eg payments, have been resolved. Except for certain welfare, employment and financial data which have a longer retention period; and some performance data which will be retained for use as coaching data.