



HENLEY ROWING CLUB

Privacy Notice

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 was also registered with the Information Commissioner's Office in June 2021 reference ,ZB129857.

The Club Secretary manages our data protection and can be contacted at secretary@henleyrowing.club

Henley Rowing Club collects some or all of the following personal data for members, those who take part in our rowing courses and those who hire our facilities:

- Name
- Postal address
- Email address
- Telephone numbers
- Date of birth for juniors
- Emergency contact name and telephone number
- Other safety-related information
- Bank account information and financial transactions
- Gender
- Nationality
- Event entry data
- Photographs and video

Henley Rowing Club collects the following special categories of personal data for members and those taking part in our rowing courses:

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

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

- Training performance data
- Competition performance data
- Attendance 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
- For membership renewals and management using the British Rowing membership management system, ClubHub
- To run learn-to-row courses and other activities for non-members
- To make arrangements with visiting crews and other hirers of our facilities



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- For marketing and publicity

The club operates CCTV for security purposes. Members and visitors may be filmed while around the club and premises. This data may be held for up to three months 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.

Henley Rowing Club members are asked for their consent for Henley Rowing Club to hold their personal data during the annual membership process.

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 and visitors 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 anonymised and retained for use as coaching data.