

STAINES BOAT CLUB PRIVACY POLICY

This privacy policy sets out how Staines Boat Club (the “Club”) uses and protects any personal information that Staines Boat Club holds about its members.

Staines Boat Club is committed to ensuring that your privacy is protected. Should the Club ask you to provide certain information by which you can be identified, it will only be used in accordance with this privacy statement.

Staines Boat Club may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25/05/2018.

What we collect

We may collect the following information:

- Personal details - title, name, date of birth

- Contact information - address, phone numbers, postcode & email address

- Membership Category - type of membership, racking & EA licence

- Gift Aid - personal details to enable Staines Boat Club to collect Gift Aid on any donations a member makes and consents that Gift Aid can be claimed

- For junior members and learn to row attendees we ask to collect information about relevant health issues.

What is the source of the information we collect

We collect this information primarily but not exclusively from the Staines Boat Club annual membership application form, Learn to Row course forms, PAR-Q responses, Supplementary Junior information, Gift Aid form or by email or other electronic communications. Information supplied on the membership form regarding junior members is provided and signed for by a parent or guardian.

What we do with the information we gather

We require this information for collection of subscriptions, communication purposes, Gift Aid and to know who our members are.

- We may use this to inform you of meetings e.g. AGM, social functions e.g. Club Nights, Christmas Events & Dinner Dance.

- We may use this information to inform you of other relevant matters e.g. river conditions

Security

We are committed to ensuring that your information is secure. We have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We do not pass your information onto third parties. All information is collected only for use within the Club.

Information may be shared with other members of Staines Boat Club where it is deemed relevant by the Staines Boat Club Data Administrator e.g. email addresses for functions or squad activities.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties other than where we are required by law or court order to do so.

Staines Boat Club use an IT systems provider to hold the membership database in a safe and controlled manner with backup and audit trail. Members who have provided the club with a valid email address will be given access to this database to check that the information held on them is valid and if necessary update the data themselves.

All members can continue to request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please contact the Membership Secretary sbcmembership@hotmail.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email the Membership Secretary as soon as possible. We will promptly correct any information found to be incorrect.

You can withdraw your consent at any time for Staines Boat Club to hold your data, but by doing this you will not be able to continue to be a member of Staines Boat Club.

If you change any of your personal details that we hold, you should tell us so that we can update our records or if you have provided a valid email address then you will have access to check the information yourself if you so wish.

Retention of Data

Unless we let you know otherwise, we will hold the data for as long as is reasonable for the Club needs.