

# TEES ROWING CLUB

## Privacy Statement



This statement contains information for members of Tees Rowing Club ("TRC") and is required under the Data Protection Act 1998 and the General Data Protection Regulations ("GDPR"), which came into effect on 25 May 2018.

TRC's Representative for these purposes is Mrs Michele Holdsworth, Hon. Secretary, Tees Rowing Club, RTWC, The Slipway, N Shore Rd, Stockton-on-Tees TS18 2NL. Email: [michele.teesrc@gmail.com](mailto:michele.teesrc@gmail.com)

### **Purposes of processing members' data**

All members' personal information supplied to TRC will be used solely for communication with them concerning their membership of TRC, governance, events and other matters concerning TRC. It will not be shared with any other organisation except where there is a statutory obligation to do so, or where it is necessary to do so in order to achieve the purpose for which the data was obtained (for example, sharing your bank details with our collecting agent to enable direct debit payments to be processed).

We have considered the various lawful bases of processing data prescribed by the GDPR and have concluded that the basis of "Legitimate Interests" applies to TRC. That is because, unless we obtain personal data from you and are able to process it, we cannot provide you with the services we offer.

### **Categories of personal data processed**

We collect members' names and addresses as well as email addresses, telephone numbers, and bank details. We record and maintain all that information provided for on the membership application form when you join, updating that information when you notify us of any changes thereto, and we record the state of your account with us (i.e. what you owe us for example by way of subscription, and what you have paid). The only other financial data which we collect concerns members' liability for race fees. In respect of members training with the Squad, we may collect performance data, for example ergometer results, and we may also collect their passport information in connection with foreign travel. We retain files of correspondence concerning your membership. No other sensitive information is requested or stored. Access to members' personal data (apart from performance data) is restricted to the Committee members of TRC and those persons appointed to administer the database and deal with subscription payments and race fees. Access to Squad members' performance data is restricted to the Captain and the Club's coaching team.

**Retention period**

We hold onto members' personal data indefinitely, for historical archive purposes and to facilitate an exmember's application to re-join the Club. Squad members' performance data is deleted when they leave the Squad.

**Individual's rights in respect of processing**

A member may request in writing, at any time, to see their personal data held by TRC. They should write to TRC's Representative named in this Statement.

**Right to request removal**

Members may, at any time, request in writing that their personal details be removed from TRC's database. They should write to the TRC's Representative named in this Statement. Such deletion will only be carried out if none of the following circumstances applies: you wish to remain a member, or you are indebted to TRC, or you are for any reason in dispute with the Club or any of its officers in their official capacity, or the Club is obliged to retain your data in order to meet its legal obligations.

**Right to lodge a complaint**

Members have the right to file a complaint with the relevant authority, currently the Information Commissioner's Office (ICO) <https://ico.org.uk>

**Source of personal data**

Members' data is stored both in paper form and on computer within a Google Drive. In both cases this data is properly secured in locked and alarmed premises and/or by password protection. Passwords are known only to those persons who are appointed to administer the database.

January 2023