

DATA PRIVACY POLICY – Weymouth Rowing Club

Weymouth Rowing Club is a registered charity (CIO1166755) and a member of the Cornish Pilot Gig Association (CPGA).

This policy is produced in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). Weymouth Rowing Club is referred to in this document as the “Club”.

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure, and your rights in relation to it.

1.2 We may collect, use, and store your personal data as described in this policy and as explained when data is collected from you.

1.3 We reserve the right to amend this policy from time to time without prior notice. Updates will be published on our website (www.weymouthrowing.org.uk) (but changes will not be applied retrospectively).

1.4 We will always comply with the GDPR when dealing with your personal data. For the purposes of the GDPR, we are the “controller” of all personal data we hold about you.

2. Contact Details

We are Weymouth Rowing Club. Contact details can be found at www.weymouthrowing.org.uk.

For any queries about your personal data or to exercise your data rights, please contact: trustees@weymouthrowing.org.uk

3. What Information We Collect and Why

Type of Information	Purpose	Legal Basis of Processing
Member's name, address, telephone numbers, e-mail address(es)	Managing membership, maintaining database and rowing timetables	Performance of the Club's contract; legitimate interests in operating the Club
Emergency contact details	To contact next of kin in the event of emergency	Protecting vital interests
Date of birth / age	Managing age-related membership categories	Performance of contract
Gender	Providing adequate facilities for members	Legitimate interests in ensuring suitable facilities
Reporting to CPGA	Diversity data for Sports	Legitimate interests of

	Councils	CPGA
Photos/videos	Website, social media, and press releases	Consent (may be withdrawn at any time)
Member's name and qualifications/experience	Managing sessions, rotas, and volunteer duties	Legitimate interests in managing Club operations
Medical information	Ensuring safety during rowing sessions	Consent and/or vital interests

Children's Data: Where members are under 16, consent for processing their personal data will be obtained from a parent or guardian.

4. How We Protect Your Personal Data

4.1 We have implemented accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised access.

4.2 Please note that data transmitted over the internet cannot be guaranteed to be 100% secure.

4.3 In the event of a personal data breach, we will notify affected individuals promptly and, where required, report the breach promptly to the Information Commissioner's Office (ICO).

5. Who Else Has Access to Your Data?

5.1 We will never sell your personal data.

5.2 We will not share your data with third parties without your prior consent, except where required by law or as outlined in this policy.

5.3 We may share limited data with trusted service providers (e.g. mailing or IT support), ensuring they have Data Processing policies in place requiring them to keep your data secure and use it only for agreed purposes.

6. Data Retention

6.1 We will hold your data for as long as you are a member and for a reasonable period thereafter to comply with legal obligations.

6.2 We review our data annually to ensure it remains necessary to retain.

6.3 Specific retention periods:

- Membership data: up to 12 months after membership ends
- Financial data: retained for up to 7 years for tax purposes
- Photos/videos: retained until consent is withdrawn or media is updated

6.4 All financial and sensitive information is securely destroyed when no longer required.

7. Website and Cookies

Our website may use cookies to enhance functionality and gather anonymous analytics data.

8. Your Rights

You have the right to:

- Access your personal data
- Be informed about how your data is processed
- Request correction of inaccurate data
- Request erasure of your data (in certain circumstances)
- Object to or restrict processing
- Request data portability (in certain circumstances)

To exercise any of these rights, please contact trustees@weymouthrowing.org.uk.

If you are dissatisfied with how we handle your data, you have the right to complain to the Information Commissioner:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

<https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

9. Review and Approval

This policy will be reviewed annually or sooner if legislation changes or operational practices are updated.

Approved by the Trustees of Weymouth Rowing Club

Date: __October 2025__

Next Review Date: __October 2026__