

## CAMROWERS PRIVACY NOTICE FOR MEMBERS

Camrowers uses personal data about its members for effectively and safely managing the club's activities.

When a member joins the club, they fill in a questionnaire which gives their personal contact details and health issues.

The Membership Secretary takes information from this questionnaire and stores the name, address, telephone number and email address on a membership database.

The Club Captain is given names and email addresses for communication purposes and the Treasurer is given names and email addresses for any subscription queries.

Health issues are discussed with the coach at the first coaching session. After that, the questionnaires are stored securely and are accessed only by the Club Captain, Vice Captains and Membership Secretary.

When contacting members with a group email message, the bcc field is used to maintain privacy. Contact details of individual members are not given to other members without prior permission of the individual.

Members' personal data is not shared with any other organisations and is deleted when the member leaves the club. The exceptions to this are:

- 1 In the event of gift aid donations, records are retained for seven years and are available for scrutiny by HMRC.
- 2 Training records are retained indefinitely, as proof for insurance purposes that training has been carried out.
- 3 Expenses claims are retained for seven years to underpin the financial accounts.
- 4 In the event of a medical emergency affecting the member at a rowing session, the member's health details from the questionnaire may be shared with paramedics or medical staff.

**Member's rights** are set out at the Information Commissioner's Office website <https://ico.org.uk>. Amongst these is the right to make a Subject Access Request to find out inter alia whether Camrowers holds their personal data, where, what it is used for and to have data corrected if it is wrong. Camrowers must respond to such a request (made in writing to the Membership Secretary) within 30 days.

### **Member's responsibilities**

- To inform the Membership Secretary if any of their contact details change
- To update their questionnaire as and when their health changes.
- To inform the Membership Secretary if they decide to leave the club.

May 2018