



## Privacy Policy on the Collection and Protection of Personal Information

### **Objects of the Organisation**

1. As per our constitution - The Club shall be established and conducted for the furtherance and promotion of Rowing, Tennis, Squash and other sports in Evesham and the surrounding area and community participation in the same, and shall not be conducted or established for profit. The income and property of the Club shall be applied solely to its stated objects.

### **Personal information and why it is required**

2. To achieve these objects, it is necessary for the Evesham Rowing Club's committee to communicate occasionally, and as necessary, with a network of members and others by email, post, or telephone. Evesham Rowing Club has a legitimate interest in using the information it holds to keep in touch with those on its contacts list so that it can provide details of fund-raising, social events, notices of General Meetings and other activities and information which will enable them to enjoy their association with it. This is the legal basis under the General Data Protection Regulation which allows Evesham Rowing Club to keep and use these contact details.
3. The Honorary Secretary maintains a list of personal information in the form of contact details for this purpose as provided on the Membership Application Form or any subsequent amendments and/or additions. This consists of type of membership, name, address, telephone numbers, e-mail address, occupation and dates of birth for Junior Members. Medical details are kept for junior members along with parental contact details only for use in an emergency.

### **Collecting and keeping personal information**

4. Upon becoming a subscribing or honorary member, Evesham Rowing Club will collect and record the necessary contact details. Evesham Rowing Club is aware of its obligation to protect this personal information under the European Union General Data Protection Regulation 2016/679.
5. When individuals provide their contact details, whether informally or by completing a membership application form or by asking to be included in a fund-raising or social activity, they do so voluntarily and because they wish to be notified by Evesham Rowing Club of information pertaining to the enjoyment and greater understanding of their association with the organisation. For Evesham Rowing Club to receive this personal information, direct action is required by the person providing it who thereby consents to active communication from Evesham Rowing Club on such matters as described above. Anyone who has provided their personal information has the right, at any time, to require that this information is deleted from Evesham Rowing Club's records and they will be regularly reminded of this right.

6. Evesham Rowing Club will not keep any personal information for longer than is necessary. It will only retain the personal information that has been provided for as long as the person to whom it relates wishes unless it is legally required to do otherwise, or it is reasonably necessary to use it to resolve disputes, prevent fraud, spam, or abuse or for other legitimate reason. Evesham Rowing Club may retain personal information for a limited and reasonable period after the person to whom it relates has ceased to have any association with the organisation.

## **Consent**

7. Evesham Rowing Club will not contact anyone without their consent and understands that those who have provided their contact details trust the organisation to keep their personal information private and secure. Consent to hold personal information may be withdrawn at any time. Anyone for whom Evesham Rowing Club keeps personal information may ask for a written copy of the information which pertains to them or ask for it to be deleted. Such requests should be made to the Honorary Secretary.
8. There may be times when it is not practical or feasible for Evesham Rowing Club to obtain or record consent, however any information collected will only be used if there is a legitimate interest in doing so and if the interests and rights of the individual for whom the information is held are not harmed.

## **Collection and use of other personal information**

9. Evesham Rowing Club holds bank account information provided by subscribing members who pay their subscriptions by direct debit. This consists of Bank Sort Code, Bank Account Number and Bank Account Name for the member and the names and address of their respective banks to enable the direct debits to be collected. Evesham Rowing Club also holds subscription payment records for each member consisting of subscription year, subscription payment, date payment made and how paid.

## **Changes to information held**

10. From time to time Evesham Rowing Club may need to contact those on its contact list to make sure that the information it holds is up to date.

## **Sharing information**

11. Evesham Rowing Club will not share, rent, swap, or sell any personal information to any other organisation.