

Eskmuthe Community Rowing Club - Privacy Notice

Our contact details

Name: Membership Secretary, Eskmuthe Community Rowing Club

Address: 15 Maitland Avenue, Musselburgh, EH21 6DZ

Email: eskmuthe@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Your name, address and contact details (so we can (a) contact you with Club information and (b) include you in our statutory register of members)
- Emergency contact details (so we can get in touch with your emergency contact in the event of an emergency)
- Medical information (so you can let us know if there is anything about which you feel we should be aware)
- Date of birth (so we can ensure you are in the correct category for regattas and races)
- Bank details (if you choose to provide these for payment purposes)
- TeamApp user statistics (TeamApp is our membership app and it automatically collects user statistics)
- Information about when you row or do another exercise activity with the Club
- Photographs and, on occasion, video footage, from rows and other Club events

How we get the personal information, why we have it and how long we keep it

Most of the personal information we process is provided to us directly by you so that we can administer your club membership and activities. We will only use your information for those purposes.

If you add information to your Team App profile, this will be visible to other Club members. It is useful to have your mobile number and email on TeamApp (if a cox needs to contact you at short notice - to tell you a row is cancelled, for example) but we do not need anything more than this on TeamApp.

As a Scottish Charitable Incorporated Organisation (SCIO), we must keep a register of our members which includes:

- For current members, their full name and address, and the date on which they were registered as a member of the organisation; and
- For each former member, their name and the date on which they ceased to be a member.

We must keep this information for at least six years from the date on which you cease to be a member.

We may share information about our register of members as required by our constitution.

Any other information which we process about you will be deleted after a year from the last day of the year following the date on which you cease to be a member.

Our lawful bases for processing personal information

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent (bank details and photos/video footage only). You can remove your consent at any time. You can do this by contacting us by email.
- We have a legal obligation (statutory register of members)
- We have a legitimate interest (all other information needed for club membership and activities)

How we store your personal information

Your membership information is securely stored in a document accessed only by the Membership Secretary - and other office-bearers as necessary.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at eskmuthe@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at eskmuthe@gmail.com. Please mark your email for the attention of the Membership Secretary.

You can also complain to the ICO if you are unhappy with how we have used your data:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Helpline number: 0303 123 1113 ICO website: https://www.ico.org.uk
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