



PRIVACY NOTICE

Introduction

This explains to members: what personal data we need to collect; why we need to collect it and how we will use it. It also explains how we will protect it, how long we will keep it and what their rights are in relation to their data.

The following definitions are used in this policy:

CARC: Clydesdale Amateur Rowing Club SCIO

PVG: PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007

Policy

What we need

CARC will be a 'controller' of the data you provide to us in your application form for membership or data you provide in respect of programmes we run.

Members' personal data:

When you register as a member of CARC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18 or as a volunteer coach), we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, etc
- parent/guardian and emergency contact details – name, phone number etc
- membership criteria / category
- rowing background
- Medical conditions we should be aware of
- equality information – for example, disability, etc.; and
- PVG membership (if you are registering as a volunteer coach), Scottish Rowing membership number

Participants' personal data:

When you book a place with us and/or attend any programme/event we run (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, date of birth, etc
- parent/guardian and emergency contact details – name, email phone number etc
- Medical information: gp name; medical conditions etc

Why we need your personal information

Contractual Purposes

Members' personal data

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including, licensing, voting, etc.;
- set up your online membership account;
- send you membership communications by email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information, etc

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Participants' personal data

When you book a place with us and/or attend any programme/event we run, we need to collect your personal information so that we can honour your booking and to enable you to participate in the programme/event.

If you do not provide us with all of the personal information that we need to collect then this make affect our ability to book your place.

Legitimate purposes

Members' personal data

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in rowing by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in rowing by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in rowing by monitoring members' engagement and participation through rowing and inviting our members to participate in surveys for researching and development purposes.

- invite our members as award winners or guests to our awards, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to rowing, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc;
- advise our members of any upcoming events that are of relevance to rowing.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at secretary@clydesdalearc.org.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' personal data

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on secretary@clydesdalearc.org.uk. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Legal Obligations

We are under a legal obligation to process certain personal information relating to our members and participants for the purposes of complying with our obligations under:

- the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member;
- hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our **sportscotland** regulatory requirements to report against any direct investment received – aggregated membership information only;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary; and

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Rowing for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include: Disclosure Scotland and Police Scotland for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

As an affiliated club of Scottish Rowing we ask that all of our members are members of Scottish Rowing. We will share details of: membership numbers (age and gender) and membership categories (numbers), for the purposes of their reporting, with Scottish Rowing who will become a controller of your personal information when they receive it. Scottish Rowing's privacy notice explains how they use your personal information and can be accessed [here](#).

Athletes' / Participants' personal data - We publish the results of our competitions on our website. This includes competitors': name, age, result.

How we protect your personal information

Your personal information is stored on our electronic filing system, and is accessed by our staff/volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 1 year.

Your rights

You can exercise any of the following rights by writing to us at secretary@clydesdalearc.org.uk

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by CARC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.

Document Control

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