



Privacy Notice

Introduction

Lee Rowing Club is committed to protecting your privacy and to processing your personal data in accordance with data protection regulations including the Data Protection Act (DPA) 1998 and the General Data Protection Regulation (GDPR) 2018.

This Privacy Notice explains how any information we collect about you is used and kept securely. It sets out how, why and for how long we will use your personal data, together with who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

Lee Rowing Club upholds the following data protection principles:

1. Obtain and process information fairly.
2. Keep it only for one or more specified, explicit and lawful purposes.
3. Use and disclose it only in ways compatible with these purposes,
4. Keep it safe and secure.
5. Keep it accurate, complete and up-to-date.
6. Ensure that it is adequate, relevant and not excessive.
7. Retain it for no longer than is necessary for the purpose or purposes.
8. Give a copy of his/her personal data to an individual on request.

The information we collect about you

When you register as a member of Lee Rowing Club (including if you are registering or renewing on behalf of a young person aged 16 or under), we may collect the following information about you:

- Contact Details (e.g. Name, email address, postal address, phone number)
- Registration Information voluntarily provide to us via our online and hardcopy forms. This may include personal, medical, safety and emergency details such as date of birth, relevant medical conditions, emergency contacts.
- Data that may be required to register you for events or competitions that you have chosen to participate in or volunteer for.
- Information required for National Vetting Bureau (Garda Vetting).

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

During the course of your membership we may collect other information about you such as attendance records, training and performance data, race entry information and other data associated with participation in club activities.

Our events may be photographed, televised or otherwise recorded, all of which may capture your participation in an event, an award presentation or a commemorative photograph.

CCTV is in operation in the club's premises for the purpose of maintaining the safety and security of the club premises and of club members and visitors.

Why we need your personal information

We need to collect your personal information so that we can manage your membership and provide membership services including:

- Maintain a register of members as required by legislation including the Registration of Clubs (Ireland) Act.
- Provide communications on essential membership services such as general meetings, club and rowing events, club information, etc.
- Management of membership fees and renewals.
- Manage membership of Rowing Ireland.
- Complete entries to competitions and regattas.
- Maintain appropriate medical, contact information and other information to comply with safety requirements.

How we use your information

We may use your personal information for a number of purposes, including:

- To process and manage your membership or fulfil your voluntary role with Lee Rowing Club.
- To process and manage your registration with Rowing Ireland.
- To manage your membership including participation in club and rowing activities.
- To deal with your requests and enquiries.
- To communicate with you and notify you about club activities, requests for volunteers, registrations, rowing competitions and events.
- To organise club activities and manage risk and safety.
- To display photographs on our website, in the clubhouse or in public media.

Lee Rowing Club will not share your Personal Data with any third parties for marketing purposes.

Lee Rowing Club employs third party suppliers to provide services including IT related services for managing, storing and processing data. Such suppliers may include 'IT cloud providers' including 'Google' and 'Dropbox'. These suppliers may process personal information on our behalf as "data processors" and are subject to contractual conditions to only process personal information under our instructions and protect it. 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.

We may be required to share personal information with statutory or regulatory organisations to comply with statutory obligations. Such organisations include An Garda Síochána, Tusla and the Health Service Executive. This would be done on a strictly case by case basis and in accordance with legal requirements and with Data Protection legislation.

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

Protecting your information

Keeping your personal information secure is a priority for Lee Rowing Club, whether that data is in physical (paper) or electronic form. Personal data is kept secure and is only made available to club officers, coaches and officials on a 'need to know' basis.

Paper based information and membership application forms are maintained securely on the club's premises or with the membership secretary.

Electronic based information is maintained securely within the club (e.g. CCTV) or with third party suppliers, such as Google or Dropbox, who are compliant with GDPR requirements and who provide appropriate access security.

We will not directly transfer your data outside of the European Economic Area.

Data Retention

We only keep your personal information for as long as necessary and to provide you with membership services. We will keep your personal data while you are a member of the club and for a period of one year after your membership ceases, except where we may be legally obliged to hold data for a longer period or except where the type of data is listed in the following table:

Type of data	Retention Period
Individual's Name	Held indefinitely as a record of membership of the club
Data on any injuries, medical conditions etc. as provided by you to Lee Rowing club.	This will be replaced/updated annually. It may be maintained for up to 6 years if required for insurance purposes.
Attendance records, training records and assessments.	The club may hold this data while membership exists. It may be maintained for a longer period if required for insurance or legal purposes. A record of attendance at meetings may be held indefinitely as part of the records of the club.
National Vetting Bureau's vetting disclosures and application data.	Four years after the receipt of a vetting application or on the expiry of the vetting disclosure.
Competition results (names and events)	The club may hold indefinitely as a record of club sporting events.
Summer Camp or other training camp applications	One year after the event / summer camp has completed.

Consent

By submitting your personal data to Lee Rowing Club and by providing written consent, you agree to the processing, storing and transfer of personal data.

Your Rights and Finding out what information we hold

Under the Data Protection Legislation you have a number of rights. For example, you can ask to see any personal information that we hold about you. Such requests are called Subject Access Requests.

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.

You can also withdraw consent at any time.

If you would like to exercise any of the above rights please contact Lee Rowing Club as follows:

By Email: membershipsecretary@leerowingclub.com

By letter: Membership Secretary, Lee Rowing Club, Montvale, Marble Hall Park, Ballinlough, Cork.

You may be asked to provide evidence of your identity (such as passport, driving licence). Lee Rowing Club will respond to your request within 30 days.

Making a complaint

You also have the right to lodge a complaint about our processing of your personal data with the Data Protection Commission by emailing: info@dataprotection.ie or writing to the following address: Data Protection Commission, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois. You can visit the website of the Data Protection Commission at www.dataprotection.ie for more details.

Changes to our Privacy Policy

We regularly review our Privacy Notice and updates will appear on this page when necessary. This Privacy Notice was last updated in November 2018.