

Charlestown Rowing Club

Confidential information policy

May 2014



1. PURPOSE

Members / Applicants for Membership are required to provide personal information using our membership application form. This information is required for administrative and welfare purposes. Charlestown Rowing Club (the club) shall make reasonable endeavours to ensure that the information held is accurate and secure. However, the cooperation of members is also necessary to ensure accuracy.

2. PERSONAL INFORMATION

- 2.1 Charlestown Rowing Club will seek to keep your information secure by taking reasonable technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss.
- 2.2 Membership forms are generally processed by the Membership Secretary. Copies of Membership Forms and information extracted may be held physically and/or in electronic format.
- 2.3 Any information given by Members may be made available to the club committee, also including, but not limited to:
 - a) The Rowing Secretaries, Club Coaches, and Coxswains to enable them to organise safe sessions, crew selection, and the welfare of members and to assist with the organisation of rowing sessions and competitions.
 - b) The Welfare Officer for Safeguarding and welfare purposes
 - c) The Safety Officer for safety purposes
- 2.4 The Club is affiliated with the Cornish Pilot Gig Association (CPGA) and as such, it is required to provide the CPGA with details of Members for the Club 'Rowing Register'. Such details may include name, gender, age category (and/or date of birth) date of payment of club Membership fees and membership category. The 'Rowing Register' may also be displayed in the Boat Shed or club web site / handbook to facilitate Crew selection.
- 2.5 The Club is associated with British Rowing and has an obligation under a funding agreement that requires all Active Members of the Club to be enrolled as members of British Rowing under terms agreed from time to time with British Rowing. This will

entail the provision of information to British Rowing including, name, gender, home address, date of birth and e-mail address.

- 2.6 By completing the Membership Form and making an application for Membership you consent to be contacted by the Club, the CPGA and British Rowing in person, by surface mail, e-mail, and telephone as necessary.
- 2.7 Information shall only be held by the club on former members for so long as there is good reason to retain the information (e.g. in order to recover outstanding debts etc.). Routine information held by the Club may be deleted after 5 years.
- 2.8 No information held by the club shall be used by it for commercial purposes. We will not sell, rent or trade your personal information.
- 2.9 We may share anonymous aggregated data with bodies such as our Insurers, funders, or potential funders, such as British Rowing, Cornwall Council, and our bank and with our professional advisors who have a reasonable need to see it.
- 2.10 We may disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings or if otherwise required to do so by law.