

WHAT THE LOCH AWE COASTAL ROWING CLUB WILL DO TO REMAIN COMPLIANT WITH GDPR.

- 1) Data here applies to that held in both electronic and printed formats.
- 2) The Club will not use the data for any other use than to inform members of forthcoming Club events and outings, to inform them that their subscription is due for renewal, and for the Club to keep track of current membership and membership income.
- 3) Additionally, contact data may be used in the event of an emergency occurring during a Club event or activity.
- 4) The club will at no time pass on the data to third parties.
- 5) The Club will only hold personal data on individuals who have agreed to be members of the Club.
- 6) The data to be held will be that necessary to communicate with members and maintain their membership, which at a maximum will be:
 - Title, first name, surname
 - Postal address
 - Email address/es
 - Telephone number/s (mobile & landline)
 - Annual subscription paid
 - Date subscription paid
- 7) The data will only be held by committee members of the Club. Such office bearers must ensure their anti-hacking software is up-to-date.
- 8) Any individual whose membership of the Club has lapsed will have their data removed after two years.
- 9) Any member at any time can ask the Club to see the personal data held on them.
- 10) The Club will endeavour to ensure the data is accurate and will correct any errors, if requested by the relevant individual.
- 11) All personal data will be deleted if the Club ceases to exist as an entity.
- 12) In the event of a known or suspected data breach, the Club will notify the Information Commissioners Office within 72 hours.
- 13) When joining the group for the first time, all members will be asked to agree the following statement:

“The Club may keep a record of your contact details in accordance with the Club’s Data Protection Policy for the purposes of informing you about the activities of the Club and notifying you of membership renewals. The data will not be divulged to any other organisation.”
- 14) Agreement on this will be also sought from existing members (*i.e.* those pre-dating this policy).

January 2020