

Aberdyfi Rowing Club (ARC) Members / Volunteers privacy notice.

This privacy notice tells you what to expect ARC to do with your personal information when you are an ARC member / volunteer.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [What information we store](#)
- [Who we share information with](#)
- [How to complain](#)

Contact details

Aberdyfi Rowing Club secretary

Telephone: **07468 406578**

Email: **amandarwmartin@gmail.com**

What information we collect and use, and why

ARC Member Safety and Wellbeing

We collect or use the following personal information for **managing ARC members' safety and wellbeing and also entering Joint League Longboat and sculling races:**

- General health and wellbeing information
- Access needs or reasonable adjustments
- Personal information (Full name / date of birth) for race entry purposes.

We also collect the following information for **managing ARC club member health and wellbeing:**

- Health information

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **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. [You can read more about this right here.](#)
- **Your right to withdraw consent** - When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **managing ARC members' safety, health and wellbeing** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- To fulfill a contract – this is relevant when we take your membership payment.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - Collecting and using ARC members' information to keep ARC members safe on the water and to inform emergency services if required.
 - Sharing members' personal details (full name and date of birth) with Welsh Sea Rowing in order to provide insurance cover for club members.
 - Using members' information to share ARC club information amongst club members.
 - Using members' personal information to enter WSR League races.

Where we get personal information from

We collect your information from the following places:

- Directly from you.

How long we keep information

ARC will hold all the personal information you provide on your membership form, any further medical or disability information you provide and any risk assessments for as long as you are a member with ARC.

Thereafter, we will hold the following:

- Safety Declaration for *6 years.
- Any additional risk assessments for 6 years.
- Taster Session Safety Declaration form for 6 years.
- Taster Session personal information details – shredded after the session or as soon as possible thereafter.

* 6 years is the "limitation period" for simple contracts fixed by the Limitation Act 1980.

What information do we store

We store personal details including:

- Full name.
- Date of Birth.
- Address.
- Telephone contact details.
- Emergency Contact Details (name / Contact Number / Relationship to ARC club member).
- Any disclosed medical details.
- Any disclosed disability details.
- Consent to use your email address.
- Consent to use any photos / images for ARC purposes.
- Consent to be added to ARC WhatsApp groups.

Who we share information with

In some circumstances, we may share information with the following organisations:

- Welsh Sea Rowing (WSR) – for insurance and race entry purposes.
- Welsh Rowing (WR) – for race entry purposes.
- Other clubs involved in the Joint League Celtic races and / or sculling league races for race entry purposes.

Data processors

We use the following data processors for the following reasons:

Welsh Sea Rowing (WSR)

This data processor does the following activities for us:

Provides insurance cover.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

17th January 2025