



Lee Valley Rowing Club

Privacy Policy

The GDPR came into force on 25 May 2018 and significantly changed data protection law in Europe, strengthening the rights of individuals and increasing the obligations on organisations. The GDPR is designed to give individuals more control over their personal data. Lee Valley Rowing Club fully respect your right to privacy. Any personal information which you provide to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts 1988-2018.

Personal data

Personal data means data relating to a person who is or can be identified either from the data itself or in conjunction with other information that is in, or is likely to come into, the possession of the club. It covers any information that relates to an identified or identifiable living individual. These data can be held on computers or in manual files.

Our Obligations

Under the GDPR and Data Protection Acts 1988-2018, this club, as a Data Controller, has a legal responsibility to:

- Obtain and process personal data lawfully, fairly and in a transparent manner;
- Keep it only for one or more specified and explicit lawful purpose(s);
- Process it only in ways compatible with the purpose for which it was given initially;
- Keep data accurate, relevant and not excessive;
- Retain it no longer than is necessary for the specified purpose or purposes;
- Keep personal data safe and secure.

Our Data Protection Officer

The Club Secretary acts as the club's Data Protection Officer. Aisling O'Gorman is the current club secretary. You can contact our Data Protection Officer by emailing secretary@leevalleyrowingclub.ie.

Data Subjects' Rights

A data subject ("individual") has the following rights under the GDPR and Data Protection Acts 1988-2018:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure/right "to be forgotten"
- The right to restrict processing

- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

What data we will collect

On becoming a member, the club will need to collect certain information about you which will include your name, date of birth, gender, email address, address, telephone number, details of any skills/instructor qualifications you hold.

We will also collect the full name and telephone number of the emergency contact(s) nominated by you, as well as details of injuries or medical conditions as provided by you. You may also choose to provide us with other information.

You may be photographed or otherwise recorded for training purposes or whilst participating in a rowing event and this material may be shared on our website/social media.

Why we will collect it

We will collect and process your data for the purposes of registering you as a member of our club and providing you with membership services. We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport. We will only use your data for the purposes of registering and administering your involvement in our sport. You can opt out at any time by notifying us.

Guidance on how long this club we will keep your data

We will retain your data for such time as you are a member registered with us and will then delete your information on a staged basis as laid out below, except where we may be legally obliged to hold data for a longer period:

Type of Data	When Deleted
Name, date of birth, gender, email address, address, telephone number.	Three years after an individual has last renewed their membership with the club. Name held indefinitely as a record of membership of the club.
Data on any injuries, medical conditions etc. as provided by you to LVRC	One year or on receipt of a new club annual membership form.
Membership forms	One year after renewal.
Competition results	Indefinite as a record of competition results.
Summer Camp or other training camp applications	One year or on the receipt if a new application.
Text or messaging systems	One year on cessation of membership.
Team sheets and training attendance lists	One year.

Consent

By submitting your personal data to our club and by giving your consent via our membership form, you agree to the processing, storing and transfer of personal data.

Sharing your data

We may share your data with other rowing clubs and Rowing Ireland for the purposes of competition and event participation. We may share your data with third-party data managers that we appoint as data processors as part of administering your membership. We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing.

Privacy policy

All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of our privacy policy. This policy will be regularly reviewed.

Complaints

If you have any concerns or complaints in relation to how the club collects and/or processes your personal data, you should email the Secretary at secretary@leevalleyrowingclub.ie

If you are dissatisfied with how your concern/complaint is dealt with by this club you have the right to report your concern/complaint to the Data Protection Commissioner (www.dataprotection.ie)