

RAME GIG CLUB

General Data Protection Regulations - Privacy Policy Statement

Introduction

Preservation of your privacy is important to Rame Gig Club and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

Personal Data

Personal data means information that describes or relates to your personal circumstances or those of your children. The information you provide will be used by Rame Gig Club so that we may contact you and in order to for fill our legal and insurance obligations. Additionally, your personal data will be used to meet the requirements of our governing bodies, currently the Cornish Pilot Gig Association and British Rowing. It will not be disclosed to any external source, excluding our governing bodies, other than in an emergency.

Personal data includes:

- Title, names, date of birth, gender, contact details, addresses, membership status and medical information.

Security

We will take reasonable precautions to prevent loss, misuse or alteration of information you give us.

Your data will be held securely in paper files and our data base with a secure network.

Access to your information will only be made by club officials on initial receipt of documentation, such as Membership Application Forms. Thereafter it will be accessed by our Membership Secretary who is required to process this information for the purposes outlined in this privacy statement. Information relating to your name and membership status will be accessed by the Committee as part of the annual review of membership.

Our governing bodies ask us for statistical data. The Cornish Pilot Gig Association requires us to provide your name and date of birth.

It may also be required to be accessed in the event of an emergency, incident, complaint or disciplinary.

How long do we keep your data?

We will hold records for a minimum of 3 years before being destroyed.

What are my rights?

Your personal data belongs to you and you have the right to:

- Request copies of your personal data that is under our control
- Ask for a further explanation on how we use your data
- Ask us to amend it, if it is incomplete or incorrect
- Have it deleted (details to the extent to which we can do this will be provided at the time of any such request)
- Restrict how we process it outside of the requirements of Rame Gig Club and our governing bodies.
- Object to us using it in relation to a legal or insurance task or exercise of an official authority.

Exercise my rights

If you would like to access any information we hold about you or have any concerns regarding the way we have processed your data please contact:

Membership Secretary

Rame Gig Club

The Square

Cawsand

PL10 1PF

Complaints

We would prefer initially to try and resolve any complaints informally in accordance with our Complaints Procedure which can be found on our website www.ramegigclub.com

Administration

This procedure will be reviewed periodically to reflect changes in legislation, revised guidance from National Governing Bodies or as a result of lessons learnt.

26th July 2018