Walton Small Boats Head – Privacy Statement

This statement supplements Walton Rowing Club's Privacy Notice and explains how Walton Rowing Club (the Club) collects, uses and protects personal information in connection with Walton Small Boats Head.

Competitors and entries

British Rowing is the data controller for personal information you provide when registering for membership of British Rowing. Please refer to its Member Privacy Policy for details of how your information is collected, stored and used, including in connection with competitions.

Walton Rowing Club is responsible for the personal information it obtains and processes for the purposes of organising and running Walton Small Boats Head.

To enter Walton Small Boats Head, you must use the British Rowing Online Entry (BROE) system. The Club will obtain the information necessary to administer the competition through approved reports downloaded or printed from BROE. We will not extract information directly from the BROE database.

These reports may include information such as your name, age, gender, club or school, event entries, British Rowing ranking points and adaptive status. We use this information to:

- Administer entries and organise the competition.
- Prepare and publish the entry lists, start lists and competition results.
- Manage the safe and fair running of the competition.
- Monitor the overall balance of entries, including age, gender and club or school representation.

The Club will only publish information necessary for the administration and reporting of the competition. Information such as ranking points and adaptive status will not be published unless there is a specific requirement to do so.

The Club's processing of this information is based on its legitimate interests in organising and running the competition, and, where applicable, fulfilling the arrangements associated with your entry. Any special category personal information, such as information relating to adaptive status, will only be processed where an appropriate additional legal condition applies and will be accessible only to those who need it for competition administration.

Volunteers

If you volunteer to help run the event, the Club will collect basic personal information such as your name, email address and, where necessary, telephone number.

We use this information to organise and coordinate volunteers and to run the competition. Group emails will normally be sent using BCC, although your name may appear on volunteer rotas which are circulated to relevant event organisers and volunteers.

Additional information may be required in certain circumstances, for example:

- Bank account details where reimbursement of expenses is required.
- Mobile telephone numbers for urgent contact during the competition.

This information will only be used for the purposes for which it is collected and will not be shared more widely than necessary.

Enquiries and correspondence

If you contact the Club using smallboats@waltonrowingclub.co.uk we will use the personal information you provide to respond to your enquiry, feedback or complaint and, where necessary, to deal with any subsequent action.

The Club does not require personal information simply to browse its website. However, the website hosting provider may collect limited technical information, such as IP addresses, as part of its normal operation.

Photographs and video

Photographs and video may be taken during the competition for the purposes of recording and reporting on the event and promoting rowing and the Club. Images may be published on the Club's website, social media channels or other Club publications. Particular care will be taken when photographing junior competitors.

Sharing and security of information

Personal information will only be made available to Club officers, competition organisers and other authorised individuals who need it to carry out their responsibilities.

Where necessary, information may also be shared with British Rowing, competition officials, emergency services or other relevant organisations for the purposes of running the event and ensuring participant safety.

The Club will take reasonable steps to protect personal information against loss, unauthorised access, disclosure or misuse.

Personal information will not be sold or used for unrelated marketing purposes.

How long information is retained

Personal information will only be retained for as long as necessary for the purposes for which it was collected.

Downloaded entry reports and volunteer contact details will normally be deleted within 15 months of the competition, unless there is a legitimate reason to retain them for longer.

Competition results and records of the event may be retained for historical and record-keeping purposes.

Your rights

Under data protection legislation, you have a number of rights in relation to personal information held by the Club. These include the right to:

- Request access to the personal information we hold about you (a subject access request).

- Ask us to correct information that is inaccurate or incomplete.
- Request the deletion of your personal information, where applicable.
- Request that we restrict the processing of your personal information in certain circumstances (but in that case we may be unable to accept your entry).
- Object to the processing of your personal information where we rely on legitimate interests as our lawful basis.
- Withdraw your consent where processing is based on consent.

These rights are subject to certain legal conditions and exceptions. For example, the Club may need to retain certain information for legitimate record-keeping or legal purposes.

If you have concerns about the use of your personal information, you also have the right to complain to the Information Commissioner's Office (ICO) at https://ico.org.uk/.

Contact

If you have any questions about this statement or wish to exercise your data protection rights in relation to information held by Walton Rowing Club, please contact us at:

smallboats@waltonrowingclub.co.uk

Walton Rowing Club