

# Portishead Pilot Gig Club

## Data Protection Privacy Notice

### GDPR



#### **Who will control my data?**

The data controller for all the information you provide is Portishead Pilot Gig Club.

#### **If there is something that I don't understand**

If you need help in understanding any element of this, please contact [secretary@portisheadpilotgigclub](mailto:secretary@portisheadpilotgigclub)

#### **How will we use the information about you?**

Membership Forms: The information that you provide on the club Learn to Row and Membership Forms will form the basis for the club's Rowing Register. The Rowing Register details who is covered by our insurance, how to contact you regarding rowing or club based activities or events, who to contact in an emergency.

Mobile Number: Whatsapp is our main form of communication and your telephone number will be used to communicate with you via Whatsapp groups.

#### **Who else will we share your information with?**

Your data will only be accessible to Committee Members. Four times a year we are obliged to share a list of club members names, age and gender with the Cornish Pilot Gig Association (CPGA). We will not share your data with any other organisation without your prior knowledge.

#### **How will we look after your data?**

Your data will be held on a secure third party data storage server and the website hosting/email server. Access to your information will only be made by authorised Portishead Pilot Gig Club Committee Members.

#### **How long will you keep this information for?**

Our club membership year runs from 1st January to 31st December at which time all members are required to renew their membership and thereby give permission for us to use their data for the following year. All Learn to Row data will be stored for the duration of the Learn to Row sessions. Once the sessions are completed, your data will be deleted, unless you choose to join the club. Membership forms and digital files from the previous year will be deleted or shredded within the following 6 months. Anonymous data will be held indefinitely.

## **What are your data rights?**

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

- Be informed of how it will be processed
- Request a copy of what we hold about you and in commonly used electronic format if you wish (if you provide this to us electronically for automated processing we will return it in the same way)
- Have it amended if its incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)
- Information will not be deleted where it is in the legitimate interests to retain the data for the benefit of governance of the Portishead Pilot Gig Club.
- Withdraw your consent if you no longer wish us to process – please bear in mind this has implications for Portishead Pilot Gig Club in not being fully informed regarding the population of the membership
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority

## **How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact: Data Protection Officer; Tanya Saker, Secretary to Portishead Pilot Gig Club [secretary@portisheadpilotgigclub.co.uk](mailto:secretary@portisheadpilotgigclub.co.uk) Address; Portishead Pilot Gig Club, % Portishead Quays Marina, Newfoundland Way, Portishead, BS20 7DF

## **If I don't agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No 0303 123 1113 [https:// ico.org.uk/concerns](https://ico.org.uk/concerns)

## **Why do you need the information?**

As a member of Portishead Pilot Gig Club, we need your completed watersports readiness questionnaire, your name, address, email, phone contact information and your next of kin emergency contact details. We need to be able to contact you to arrange rowing and club based activities.