

MAABC Data Privacy Policy

Introduction

Here at Mortlake Anglian & Alpha Boat Club (MAABC) we take your privacy seriously. We will only use your personal information for the explicit purposes for which it was collected - i.e. to enable the smooth and safe running of the club.

This Policy sets out to give a clear and transparent view of the information we are collecting and what we will do with that information.

Data Protection Officer (DPO) requirements

MAABC is an organisation of <250 members, and as such is not legally obliged to appoint a DPO. However a working group has been established by the committee, headed by a committee member, to ensure good practice and compliance are established under the new UK & EU GDPR guidelines which come into force on May 25th, 2018. This role will be appointed annually as the committee changes.

Personal Data we collect

Personal data means any information relating to you which allows us to identify you, such as your name and contact details, any payment info related to processing your membership, or data we hold on you related to your activities at the club.

Types of Personal information we hold

- Membership information including name, address, age, contact details, membership payment methods, and subscription type. Bank account info of members is held only to enable the transaction processing for each payment type.
- Health information - as a record of any declared disability or medical condition which may render the member unfit for strenuous exercise.
- Club access and security information: Entrance FOB serial number, Locker usage.
- Boat ownership and racking storage information for privately owned boats, including boat type, age, owner and location.
- For safety purposes the club maintains a list of approved steers, and those learning to steer under coaching.

Please note:

Athlete performance data is held manually by the Director of Rowing, on behalf of the Club, and may be shared amongst the squad group and related coaches, vice captains of rowing and captain for tracking squad performance.

Contract provisions ensure compliance with the Club's data protection policies for retention and return of records on leaving the club.

How do we collect and securely store your data?

Information is collected from you when you join the club and updated at annual membership renewal by receipt of a completed and membership (renewal) form in either paper or electronic format. Additionally data for the use of running the club is maintained by club officers in databases, spreadsheets and manually as above.

We are implementing further security procedures and processes for the storage of your personal data, and to protect it against accidental loss, destruction or damage.

Paper based forms will be stored in a locked cabinet at the club for the designated period.

The club has implemented use of a secure Google Drive storage system for the storage of electronic membership forms provided by you. Additionally database files which the club uses to collectively manage your personal data for the purpose of running the club will be stored in the same Google drive. Restricted access is limited to selected club committee members, according to their roles (e.g. Treasurer, membership etc) and as designated by the committee.

Sharing your personal data

The club uses a limited number of 3rd party providers to support the administration of running the club (banks, email provider, website host).

We require any third party services provider used by the club to process your information in a secure manner and in accordance with UK and EU law on data protection.

If legislated by UK authorities, we may be obliged to provide your personal data to them in accordance with our legal obligations.

We will never disclose your information to third parties for marketing purposes.

Photographs and videos including club members may be taken and published on the club website or social media as part of the activity of the club, with member consent.

Our website uses cookies, enabling us to monitor website traffic, usage and performance of our website. Whilst containing unique identifiers (as generated by all devices), they do not contain any information that would identify a person.

Club Communications

You are able to opt in or unsubscribe from our club email communications at any time using the automated club email system which is sent out monthly:

This is a reminder, sent out once a month, about your maabc.com mailing list memberships. It includes your subscription info and how to use it to change it or unsubscribe from a list.

You can visit the URLs to change your membership status or configuration, including unsubscribing, setting digest-style delivery or disabling delivery altogether (e.g., for a vacation), and so on.

In addition to the URL interfaces, you can also use email to make such changes. For more info, send a message to the '-request' address of the list (for example, allmaa-request@maabc.com) containing just the word 'help' in the message body, and an email message will be sent to you with instructions.

If you have questions, problems, comments, etc, send them to allmaa-owner@maabc.com. Thanks!

Data Retention

Your personal data will be deleted from our records within 12 months of your leaving the club. You may opt independently to continue receiving club communications.

Your Data Protection rights

All data collected upon joining or upon membership renewal will be processed in line with this Privacy Policy.

You can ask to see the data the club is holding on you and its purpose, and to ask for changes or erasure should you consider it inaccurate or not relevant. Please contact a member of the committee. The club should respond within 30 days.

Compliance

MAABC is obliged to act in compliance with this policy. You have the right to make a complaint at any time to a supervisory authority: The UK Information Commissioner Office (the 'ico' at ico.org.uk) is the lead data protection supervisory authority for UK entities.

Changes to Privacy Policy

Our Privacy Policy may change from time to time and any changes to the statement will be communicated to you by way of an e-mail or a notice on our website.

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DPO appointed Lead
Vice Captain, MAABC