

Durham Amateur Rowing Club Privacy Notice

Data Controller

The Data Controller is Durham Amateur Rowing Club (DARC). DARC is a registered Community Amateur Sports Club (CASC).

Overview

Durham Amateur Rowing Club (DARC) offers rowing club membership to all age groups, including children. DARC also offers membership to non-rowers who access the gym or who attend Club-related social functions only.

DARC organises a number of rowing events and competitions, provides room hire, catering and bar facilities for conferences, meetings and private functions, such as weddings, christenings, birthday parties etc. DARC also hosts a caravan site, which is registered with the Caravan Club.

Types of personal data collected and held by DARC and method of collection

As a **member of DARC** some of the personal data that is held about you is maintained in the Club's membership database. This personal data will have been collected from you as part of your membership application and will include:

- Your name, title, gender preference, and date of birth;
- Your home address, email address and telephone numbers;
- Your previous rowing clubs/affiliations;
- Emergency contact details
- Your skills relevant to volunteering
- CCTV footage when using the bar, gym and social spaces, as well as when moving around the grounds of the premises.

Some of the personal data DARC holds about you is provided by you during your transactions with us (payment of membership fees, event entry fees, event booking, website activity, grievance, welfare or disciplinary meetings, or making a donation), namely:

- Your bank account number, name and sort code (used for processing Direct Debits);
- Payment amount, purpose, date and method of payment including cheque numbers or payment references. At no point does DARC, or its employees, store payment card details if you pay by payment card;
- Tax status and Gift Aid Declaration information;
- Updates to your contact details;
- Record of verbal or email conversations/meetings.

Some of the data DARC holds about you is provided by you in response to calls for volunteer opportunities, namely:

- Your name and volunteer activity.

DARC may hold personal data that has been created by DARC from other personal data that we already hold (i.e. name, address, postcode, occupation), namely:

- Gender;
- Rating of your level of volunteering.

As a **customer of DARC** the personal data DARC holds about you is provided by you during your transactions with us (room, event or caravan site bookings), namely:

- Your name, address and preferred contact details;
- Payment amount, purpose, date and method of payment including cheque numbers or payment references. At no point does DARC, or its employees, store payment card details electronically if you pay by payment card; and
- Updates to your contact details (if provided);
- CCTV footage when using the gym and social spaces, as well as when moving around the grounds of the premises.

DARC operates CCTV with cameras located on the exterior of the buildings as well as in the bar, gym and corridors.

How personal data is stored by DARC

CCTV images are recorded and stored on the hard disc which is overridden on a weekly basis..

Personal data of members is stored by DARC in spreadsheets saved on the Club's servers located in DARC. Access to personal data is restricted to those members of the Executive/staff who have a requirement to maintain membership records, collect Direct Debit payments, deal with welfare issues, manage volunteering activity, and manage events. Access to the membership spreadsheet is controlled through password protection.

Personal data of customers is stored by DARC in a bookings log, which is stored in a locked cabinet.

All Club employees and volunteers that are given access to personal data receive mandatory Data Protection training and have a responsibility to maintain confidentiality.

How personal data is processed by DARC

Personal data is processed by DARC to:

- Collect Direct Debits;
- Manage events and bookings;
- Send Club news and membership updates;
- Manage volunteers and membership;
- Make fundraising appeals by email or direct mail;
- Provide security to members and visitors/clients.

Who DARC shares personal data with

Personal data is shared with third party organisations in a limited number of instances and will be shared where required to do so by law.

If you pay your subscriptions by Direct Debit your bank details are shared with providers regulated by the FSA in order to process subscription instalments.

DARC may share personal data with third party organisations, which carry out contracts on behalf of the Club (such as a rowing club hosting a rowing event or British Rowing to enter you for a rowing event). DARC will only share personal data that is relevant and proportionate.

When DARC shares personal data as detailed above, we ensure that security is maintained, in line with best practices advised by British Rowing. Members should, however, be aware that entries into events may become a matter of public record. Personal data is NEVER sold on to third parties.

How long personal data is held by DARC

DARC membership continues until the member terminates payment and the member will become a Friend for the following year. This means that we will maintain a stakeholder record for you until such time as you tell us that you no longer wish us to keep in touch. In this instance DARC will delete your personal data one year from your date of termination or sooner if you request.

DARC retains the personal data of donors and customers purchasing goods/services only as long as is necessary:

- In the case of contact details, until such time as an event/site booking has been executed to the satisfaction of the customer (normally one month after the date of the booking);
- In the case financial records, such as invoices, until the end of the statutory requirements;
- In the case of Gift Aid Declarations, until such time as the gift is fulfilled and in accordance with Her Majesty's Customs and Revenue retention requirements.

How to object to DARC processing your personal data

Individuals have the right to object to DARC processing their personal data for any or all of the purposes set out in this Privacy Notice at any time. To exercise this right, please contact the General Manager, giving clear details of the processing activities and/or types of personal data to which your objection applies (see sections above for descriptions).

For some purposes detailed above, the cessation of data processing might have unintended consequences. For example, an objection to processing bank details for membership instalments would result in cancelled membership unless an alternative method of payment of membership fees was agreed.

Visitors to our websites

When someone visits www.durham-arc.org.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Use of cookies by the DARC

You can read more about how we use cookies on our [Cookies page](#).

Links to other websites

This Privacy Notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this Privacy Notice

We keep our Privacy Notice under regular review. This Privacy Notice was last updated on 11th April 2018

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Further Information

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to email at mark.bell@durham-arc.org.uk or write to us at:

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