

BRITISH ROWING
PRIVACY NOTICE FOR OUR JUNIOR MEMBERS



We at British Rowing want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior members, whether you are a rower or simply a fan of the sport, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometimes organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at indoor@britishrowing.org in case you have any questions.

1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you during before, during or after you enter this prize draw, such as:

- details of how we can contact you, such as your name, email address and phone number;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- how you use our website and any passwords, usernames and other things that may identify you to us online.

2. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you enter the prize draw on the website www.britishrowing.org or when you want to talk to us on the phone, by e-mail or in some other way.

3. HOW DO WE USE YOUR INFORMATION?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (this is the boring legal bit...)
<u>All of our junior members</u>		

To administer the prize draw and let you know whether or not you have won.	All contact details you provided when you entered the prize draw.	We need all this information to make sure we do a good job in managing the prize draw.
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In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting indoor@britishrowing.org.

4. ARE YOUR DETAILS SAFE?

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe?

Sometimes some of your personal details may be transferred to and stored in countries outside of the UK and the European, which are not subject to the laws that make sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If someone else is using your details because we have told them to, we will also make sure that we put measures in place with them to protect it.

5. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. We will keep your details until the prize draw has been completed.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting us at indoor@britishrowing.org.

6. WHAT ARE YOUR RIGHTS?

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;

- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and
- [to stop making decisions about you using automated technologies which analyse your personal details e.g. performance software]

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at indoor@britishrowing.org.

7. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

8. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of our team indoor@britishrowing.org.

Version dated 18 May 2018.