

Monmouth Rowing Club	
Privacy Policy	
Adopted: January 2021	
Revision V1	

1.0. About Monmouth Rowing Club [MRC]

- 1.1. Individuals join MRC as a local Community Amateur Sports Club to enjoy social events and rowing based sporting activities.

2.0. Purpose of the Privacy Policy

- 2.1. By being a Member of MRC you agree to the processing of your personal information as described in this Privacy Policy.
- 2.2. MRC is committed to processing personal information in ways that comply with its legal and regulatory obligations and to being clear with its membership about what it does with their personal information.

3.0. What Information Do We Collect From You?

- 3.1. We will only request personal data about you which is necessary for the purpose of your involvement in Club activities.
- 3.2. In order to provide Club activities, we will request the following information about you: your title, first name, surname, date of birth, gender, postal address, email, contact numbers, any skills you can offer to the MRC community, Health and Safety details.

4.0. How Will MRC Use the Information About You?

- 4.1. We may use your personal details for the following purposes:
- Race Entries
 - Kit Orders
 - Managing rowing activities eg squads
 - Membership Fees and Renewals
 - Control Access to Members areas on the MRC website
 - Social Events (real and virtual)
 - Organising real and virtual training events
 - Organising real and virtual committee and whole club meetings
 - Regularity and Legal returns (eg Club Bar)
 - Communicating to members, both electronic and physical
 - Campaigns and fundraising for charities
 - Competition Leagues published on the MRC website
 - Engage with local council, regulatory bodies, funding bodies, club fundraising and community activities. For these engagements only summarised, collective or trend data rather than individual personal data will be released.



5.0. How Long Does MRC Keep Your Information?

- 5.1. We will hold your personal information for as long as you are a member of MRC. If you leave MRC, then the details will be retained for a period of 2 years before it is permanently deleted from the MRC records.

6.0. Who See the Information That MRC Collects From You?

- 6.1. In order to process your details, your personal information will be shared with key Committee Officers and managers of the MRC website to enable the provision of Club services.
- 6.2. We will not share your individual information with any third parties but summary, collective and trend data which does not allow individuals to be identified will occasionally be released to local council, regulatory bodies, funding bodies or community groups (and their agents). Any such release will be approved by the Chairman.

7.0. How Does MRC Protect Your Personal Information?

- 7.1. From 2021, membership data will be stored and processed within a password protected web server (Wix). Before 2021 it was stored in Excel sheets held by the Membership Officer and Treasurer.
- 7.2. For the purposes of club and committee communications, email addresses are added to the club's Google Groups.
- 7.3. We endeavour to take all reasonable and appropriate steps to protect your personal data. We protect your personal data from unauthorised access, use and loss by maintaining reasonable physical, electronic and procedural safeguards.
- 7.4. One of the MRC Committee will take the role of the Data Officer to manage and update this policy.

8.0. Requesting a Copy of Your Information

- 8.1. You have the right to request a copy of the personal data we hold about you. For requests, complaints or queries relating to the use of your personal information please contact the Digital Officer.

9.0. Keeping Personal Information Accurate

- 9.1. MRC will ensure that personal information is kept accurate and up to date as far as reasonably possible. However, it is your responsibility to ensure that you update the details which you have provided to us if they change. You can do this at any time by emailing the Membership Officer, or updating your records via the Club website.



10.0. Changes to This Privacy Policy

- 10.1. We will keep our Privacy Policy under regular review and ensure the MRC website has the latest version.

11.0. Use of Video Conferences

- 11.1. MRC uses video conferencing technologies, such as Zoom, to allow meetings and training events to be managed virtually.
- 11.2. The MRC Zoom account is managed by the Website manager.
- 11.3. The key features are configured:
 - 11.3.1. Recording is not allowed by default. This can be changed by the host.
 - 11.3.2. Participants' video and audio are hidden/muted when they initially join.
- 11.4. Participants must be over 16 to apply for a Zoom account.

12.0. Policy Accessibility and Review

- 12.1. This policy will be available online to all members and prospective members. This policy will be reviewed annually and updated as needed.

Date of most recent review: 18 Aug 2025