

Friends of Abingdon School Boat Club (“FASBC”)

Data Protection Policy and Privacy Notice

Background

The UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) are designed to cover the collection, storing, processing and distribution of personal data and your rights in relation to this data.

As an association of Abingdon School, we follow the School’s Data Protection Policy wherever possible and practical. However, as we are a separate friends organisation run by volunteers and parents outside the full remit of the School’s policy, we have put together this short statement and Privacy Notice to clarify how we deal with members’ data. As a recreational organisation, FASBC is not required to register with the Information Commissioner’s Office.

Policy Statement

Any personal data we collect, store, process and distribute is treated in accordance with the DPA 2018 and the GDPR. The Friends of Abingdon School Boat Club will only use your data for the purpose(s) stated at the time of its collection.

The legal basis for holding a member’s data is for the legitimate interest of running the club - in order to operate successfully we will need to process the personal details you have given at the time of joining and an annual confirmation. We will also ask for specific consent at the time of joining for the use of your or your child’s and family members photo or video to use in our newsletters, website or in conjunction with promoting FASBC. The basis for processing this photo/video data is consent.

What data do we collect?

The personal data that the FASBC collects and holds, the purpose and basis on which it does so is explained in the table below.

Type of information	Purposes	Legal basis of processing
Member’s names, email addresses	To allow communication with the member	Legitimate interest. Meeting the club’s commitment to the member.
Pupil’s name(s) and current school year	To allow committee members to communicate with parents or guardians of pupils in specific year groups	Legitimate interest. Meeting the club’s commitment to the member.
Type of membership. Annual or Life	To allow collection of the annual subscription	Consent. The Member may withdraw their

	through the school fee bill and send reminders if necessary.	consent at any time by contacting us by e-mail.
Whether or not you have consented to allow us to use photographs & video of you, your son and other family members captured at rowing events.	To use images to support the raising of funds, to celebrate success and to encourage participation. Use of these photos includes FASBC merchandise, shared with other FASBC members and use on the school website.	Consent via membership forms and annual confirmation forms. The Member may withdraw their consent at any time by contacting us by e-mail. <i>Note:</i> 1) <i>This relates to any new images. It may not be possible to withdraw existing images from published material.</i> 2) <i>Your son will not be identified by the FASBC without prior permission.</i>
Record of consent	A record of your consent to hold the data and for its use.	Legitimate interest. Meeting the club's commitments to data privacy.

How we use your data

For the purposes of the DPA 2018 and the GDPR, FASBC is the 'data controller' of data about members of FASBC. FASBC data will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests of the Club in order to:

- Communicate and promote the events and activities of FASBC
- Send publications, newsletters and general communications
- Carry out any other tasks central to the achievement of the FASBC objectives
- Complete the fulfilment of merchandise orders.

How long do we keep your data?

In the case of general membership information, FASBC will keep your personal information whilst you remain a member of the club and for a maximum period of one year after your membership has ended.

For photo and video data, we may want to continue to use photos and videos of past events and notable successes for our/school website, publications or newsletters.

Who has access to your data

Data about members of FASBC is held securely and is treated confidentially and sensitivity for the benefit of FASBC. Your data (normally name and email only) may be made available when necessary to FASBC volunteers and parents on the FASBC committee in order for the

club to run and organise its events and activities. We will also share your information with Abingdon School, as necessary, to facilitate the payment of your membership fee and to deal with the ongoing administration of the club.

The data will not be disclosed to any third parties or external organisations and will not be transferred overseas.

Subject rights under the DPA/GDPR

Members of FASBC, as data subjects, have certain rights under the DPA and GDPR, including a right to be given access to data held about them. Should you wish to opt out of photo consent or to be removed from our database or otherwise access your data, please contact FASBC Membership (membership.fasbc@gmail.com) who will put you in contact with the appropriate member of the committee.

If you have any concerns about the FASBC's handling of your personal data, please contact the club directly via membership.fasbc@gmail.com.

You can also find details of your rights and how to make a complaint about the processing of your data under the DPA and GDPR at: www.ico.gov.uk.