Privacy Policy

This is the privacy statement for Lakeland Rowing Club, with company number 10768742. Our registered office is Bridge End Farm, Ullock, Workington, Cumbria CA14 4TP.

Please read this statement carefully. You should only use this site if you agree to our use of information about you in accordance with this privacy statement. This statement may be updated from time to time, to reflect changes to our business, website or to data protection legislation. It's advisable for you to revisit this privacy statement regularly to ensure you understand its terms.

Data Protection and Privacy Statement

Lakeland Rowing Club collects certain basic information about you when you join our club. In accordance with legislation, we keep that information securely and let you know what we intend to do with that information.

This privacy statement only applies to this website and any websites owned by Lakeland Rowing Club; if you follow a link out of Lakeland Rowing Club website or leave the site in some other way, this privacy statement no longer applies. We have set out more information about this below

The data protection statement should answer your questions about the information we collect and how we use it, and how you can find out more.

In this privacy statement, the user of the website is referred to as "you" and "your".

What information do you collect and how do you get it?

Lakeland Rowing Club collects information from you when you complete our online forms, by means of 'persistent cookies' when you use our site, and in the form of 'traffic data'.

Online forms: We collect information you give us when you request contact via "contact us" or other specific forms. We only request the information we need to enable you to be a member of the Club or to provide a service to you.

Occasionally, Lakeland Rowing Club may ask for information above the basic information we need to help you. This will be for specific purposes or events. On these occasions, it will be clear that your response is voluntary and you are free not to provide us with more information.

Where you give us contact information, we may use your details to provide information about the activities of Lakeland Rowing Club, to ensure the smooth running of the club and to arrange events and provide or improve club services. If we ask for information for any other purposes we will seek your specific consent.

What do you do with my information?

Lakeland Rowing Club uses your information to provide you with the website and information about the Club.

If we provide them, you may wish to subscribe to email alerts about information of interest to you. If you do this, we will use the information that you submit to provide the alerts to you and to analyse who is receiving email alerts from us.

You may ask us to remove you from our email alert lists at any time by writing to our Secretary at the address above. Lakeland Rowing Club will also offer you the option of correcting your details and of being removed from future email alerts when we send you an email alert.

When we share your information:

Lakeland Rowing Club may disclose your information to third parties in certain circumstances but we will not sell, rent or trade your personal information.

- We may share your information with our funders or potential funders, such as our bank and with our professional advisors and/or insurance brokers and underwriters who have a reasonable need to see it.
- We may provide anonymous aggregated data to reputable third parties for the purpose of securing funding.
- Where relevant, we may give third party providers who supply services to us, or who process information on our behalf, access to your information. Where doing so, we will always take steps to confirm that their security measures are adequate to protect your information.
- We may disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings or if otherwise required to do so by law.
- We may share your information with British Rowing if required in order to comply with any rules, policies and procedures issued by British Rowing. Where possible such information will provided be on an aggregated and anonymised basis. However, specific reports which require the provision of data that identifies you, will be provided in situations where such reports must be submitted.

How we keep it secure:

Only authorised personnel and contractors have access to your information. Lakeland Rowing Club keeps your information secure by taking appropriate technical, contractual and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

We do use a number of third party service providers. In each case their privacy notices and policies will apply to information that you supply to or through those service providers. The services we use are:

- This website is hosted on a platform called Moonfruit (owned by SiteMaker Software Ltd).
 They provide us with the online e-commerce platform that allows us to sell our membership, and other products and services to you. Your data is stored through Moonfruit's data storage, databases and the general Moonfruit application. We are informed they store your data on a secure server behind a firewall. https://www.moonfruit.com/privacy-policy
- We use paypal to process online payments via our online shop: We offer customers the opportunity to purchase online through PayPal Inc. Certain third-party service providers, such as payment gateways and other payment transaction processors, have their own privacy policies in respect to the information we are required to provide to them for your purchase-related transactions. For these providers, we recommend that you read their privacy policies so you can understand the manner in which your personal information will be handled by these providers. https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev
- We use Webcollect to manage membership and subscriptions and handle other administrative aspects of Club management arrangements. https://webcollect.org.uk/help-topic/privacy-notice

- For on-line sales, we transfer data to Royal Mails Click and Drop service in order to buy postage to deliver your products and orders as safely and as timely as we can. https://www.royalmail.com/privacy-notice
- There are links to Facebook and Twitter via the website together with links to Google maps, Google Calendar and You Tube. When you click on hyperlinks on our website (for example but not restricted to social media, such as Facebook, Twitter etc), they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements beforehand.

Once you leave our Club website or are redirected to a third-party website or application, you are no longer governed by this Privacy Policy or our website's Terms of Service. Please remember that certain providers may be located in or have facilities that are located a different jurisdiction than either you or us. If you elect to proceed with a transaction that involves the services of a third-party service provider, then your information may become subject to the laws of the jurisdiction(s) in which that service provider or its facilities are located.

Where can I find out more?

More information about how we deal with information collected here and elsewhere is set out in our <u>Data Protection Policy</u>. If you have any questions about our privacy statement, the information we hold about you, or would like to receive a hard copy of our Data Protection Policy, please contact Lakeland Rowing Club at the address above.

Further information about data protection issues can be found at the <u>Information Commissioner's</u> website.