

Data Protection Privacy Notice

Who will control my data?

The data controller/processor for all the information you provide is the Cornish Pilot Gig Association (CPGA) CIO.

If there is something that I don't understand

If you need help in understanding any element of this, please contact secretary@cpga.co.uk

How will we use the information about you?

The information that you provide for Club Contacts will form the basis of a club contact document.

The information that you provide for your Rowing Register will be reviewed as necessary at championships events (checking membership of individuals to clubs).

The information that you provide in your Rowing Register will be data analysed and shared with appropriate bodies eg working partners, in an anonymous format (name / DOB etc).

This information is required in order for the CPGA to act as a governing body.

Who else will we share your information with?

Club Contacts – these will be shared with CPGA club contacts only – please see CPGA club list.

Rowing Registers – in an anonymous format eg removal of names/DOB with working partners as appropriate. Please note that club names will appear alongside anonymous data for individuals, where appropriate.

How will we look after your data?

Your data will be held by a CPGA stand alone laptop with a secure network. It will not be processed outside of the UK / the EEA.

Access to your information will only be made by authorised CPGA exec or CPGA trustees who are required to process it for the purposes outlined in this privacy notice.

How long will you keep this information for?

Club Contacts will be held until there is a change notified to the CPGA.

Rowing Registers will be held for eighteen months (18) from the 1st January each year. As these registers are electronic, all will be deleted from the files.

Anonymous data will be held indefinitely.

www.cpga.co.uk

Charity Number 1166613

May 2018 V1

What are your data rights?

Your personal information belongs to you and you have the right to:

- Be informed of how it will be processed
- Request a copy of what we hold about you and in commonly used electronic format if you wish (if you provide this to us electronically for automated processing we will return it in the same way)
- Have it amended if its incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)
- Information will not be deleted where it is in the legitimate interests to retain the data for the benefit of governance of the CPGA.
- Withdraw your consent if you no longer wish us to process – please bear in mind this has implications for the CPGA in not being fully informed regarding the population of the membership
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer – Anne Curnow Care, Secretary to the CPGA CIO

Address – Room 208, Percy William Building, Krowji, Redruth, Cornwall

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No 0303 123 1113 <https://ico.org.uk/concerns>

Why do you need the information?

You are the nominated contact for your club so we need your name, address, email and phone contact information. We need to be able to supply information about the membership of the CPGA and this is only possible via rowing registers.

By signing this form and returning you are giving consent to the CPGA processing your data as detailed above.

Club Name

Contact Name

Contact Signature

Date

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