

HENLEY MASTERS REGATTA PRIVACY POLICY

We at Henley Masters Regatta (HMR), c/o Upper Thames Rowing Club, Henley-upon-Thames, want to make sure all the personal information we have collected about you, is safe and secure whether we collect it through our website at **www.henleymastersregatta.org** or via **BROE2** or otherwise. This Policy set outs our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the **GDPR**) and explains how we collect, store and use your personal information.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so. If you have any questions about this Policy or what we do with your personal information, please contact us using the contact details below.

PRIVACY NOTICES

Collecting specific, relevant personal information is a necessary part of us being able to provide a regatta for you.

Personal information we hold on you include:

- Your name
- Your British Rowing membership number
- The name of your rowing club
- The entries you have made into Henley Masters Regatta
- Your date of birth and masters age category
- The results of your races
- Your phone number and email address (if supplied as part of the entry process)

HOW DO WE USE YOUR PERSONAL INFORMATION?

We will use your personal information to organise the regatta in which you have expressed an interest to compete.

Your name may appear as part of the crew name in the regatta programme if you are the named person in a crew or if you are competing in any of the single sculls categories. The results of all races will be posted online on the HMR website (www.henleymastersregatta.org) and will be shared with British Rowing. The results posted online will include the crew name (which may include your name as stated above), whether you won or lost and the time of the fastest crew. The results shared with British Rowing will include the same plus your crew reference number from BROE2, so that the British Rowing points system can be updated with your results. British Rowing will also publish the winners of each category of the regatta in the Rowing Almanac.

Your phone number and/or email address may be used to contact you in the event of any queries about your entry or if we need to speak to you on the day about changes that affect you or your race. Your email address may also be used to send you a questionnaire which you may choose to complete with additional information for use of the commentators during the regatta. Your email address will not be used for direct marketing purposes.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

Your personal data will be available to the HMR Event Secretary and the HMR Entries Secretary of HMR. It will also shared with relevant volunteers working for HMR to enable them to carry out their duties in respect of the regatta Your personal data will be in the Registration tent available to registration volunteers so that they can register you for the regatta or to check crew substitutions are permissible. The names of the crews will be made available to the umpires so that they can start your race for you.

We do not sell, trade or rent your personal information to third party organisations outside HMR.

HOW LONG DO WE HOLD ON TO YOUR PERSONAL INFORMATION?

We will only hold onto your information for as long as is necessary for us to perform our duties and any legal obligations. In most cases your personal data will be deleted within 14 months of a specific HMR. If you ask us to delete information earlier and we have no legitimate or legal interest to retain it, we shall agree to your request. The results of races will be stored indefinitely on the HMR website and the results of races published in the Rowing Almanac will also remain available for future reference.

The duration for which we retain your personal information will differ depending on the type of information and the reason why it was collected. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained for at least six years in accordance with usual commercial practice and regulatory requirements.

WHAT ARE YOUR RIGHTS?

You are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete or update your personal information, to send your personal information to you or another organisation and to object to automated decision making. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time.

To exercise any of your rights, or if you have any questions relating to your rights, please contact us by using the details set out in the contact section below.

You should note that some of your rights may not apply as they have specific requirements and exemptions which apply to them and they may not also apply to personal information recorded and stored by us. However your right to withdraw consent or object to processing for direct marketing are absolute rights.

If you are unhappy with the way we are using your personal information you can complain to the UK Information Commissioner's Office or your local data protection regulator. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>. However, we are here to help and would encourage you to contact us to resolve your complaint first.

SECURITY

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, no information transmission over the Internet is guaranteed 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information. Any data files containing your personal information will be password-protected when they are transmitted over the Internet.

CONTACT

In the event of any query or complaint in connection with the information we hold about you, please email generalenquiries@henleymastersregatta.org or write to us at Henley Masters Regatta c/o Upper Thames Rowing Club, Henley-upon-Thames:

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

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