



Woodbridge Coastal Rowing Club The Committee's commitment to the WCRC's Privacy Policy

All committee members should sign a form to agree to abide by GDPR rules, and to follow the policies outlined in the WCRC Privacy Notice.

Note that the Privacy Policy is a working document which should be revised whenever situations arise that show it to be unsuitable for supporting its main objective: allowing the WCRC to hold the data that it needs to hold in order to function as a rowing club and to promote a safe environment for all participants, whilst respecting the rights of individuals with regard to the data held.

All committee members must:

- keep matters involving members confidential, sharing information with fellow committee members on a need-to-know basis only
- ensure that personal data held on whatever device (eg laptops, flash sticks) is password encrypted
- ensure that personal information held in paper format is kept locked away
- never share personal data with external parties unless either legally obliged to do so, or with the explicit consent of the individual concerned
- not pass on one member's contact details to another without the former's consent
- inform whoever is undertaking the Data Protection Manager's role (at present the club secretary) of any occurrences of data breaches, of any potential breaches spotted, and of any situation which seems to be against the spirit of keeping members' personal data confidential
- be aware that as we do not seek consent for sending information to members (with the justification that dissemination of the information is essential for the safe running of the club), we must be sensitive to any activities that could be construed as Direct Marketing, for example promoting businesses which have no relevance to rowing / sculling
- consent to publicise some information about their contact details on the DRC website
- return any data that they hold when they resign and remove all data from their computers and manual records from their homes

Role	Name	Signature	Date
Chairman	Mike Pratt		30/9/19
Captain	Julian Taylor		30/9/19
Treasurer	Fiona Baker		30/9/19
Secretary	Cathie Taylor		30/9/19
Member	Jacq Barnard		30/9/19
Safety Officer			