



## **LYR Privacy Notice – General (Website)**

### **Who is collecting the data?**

Your data is being collected and stored by London Youth Rowing ('LYR').

LYR is a registered charity (charity number: 1122941) which runs programmes to get young people across London active, primarily through providing access to indoor rowing clubs, on-water rowing courses and clubs and indoor and on-water rowing competitions. LYR also runs corporate rowing events and fundraising events and works with volunteers, schools, rowing clubs, British Rowing and a wide range of other partners to deliver our programmes.

### **What data is being collected?**

LYR may collect some or all of the following information about you in relation to your involvement with LYR. The precise information collected will depend on the nature of your interaction with LYR, but in each instance we will make clear to you what data we are collecting and we will not collect data that is not required.

- Name
- Contact details
- Age
- Ethnicity (where consent is given)
- Address and/or postcode
- Any medical conditions that may affect you during participation in our programmes
- Your emergency contact and next of kin
- Your job and employer details
- Your image
- Details of which courses / programmes / sessions you have attended
- The IP address used to access our website and other online locations managed by LYR
- Where relevant, ID and other information to allow us to complete a Disclosure & Barring Service (DBS) check

### **Why are we collecting this data?**

We need to collect and hold this data to allow us to

- Provide our services and charitable programmes and opportunities to you
- Meet our duty of care to you when you are taking part in our programmes in any capacity
- to confirm your suitability to work with young people, where relevant
- Use your image in promotional materials including social media

We may share data summarising our programmes based on a combination of your data and that of other participants in our programmes with our funders and other partner organisations.

LYR will periodically report aggregated, anonymised data about our programmes, services and general activities to our current and potential future funders and partners. For example, LYR might report that "This year, we worked with 253 volunteers at fifteen different events". This aggregated data will not include your personal information in an identifiable way.

Version: 1.1

Last updated: 19 April 2021

Updated by: DT – addition of new So Pro information



### **What is the legal basis for processing the data?**

You will either provide LYR with your consent to allow us to collect and process this data, or LYR will have a legitimate interest in processing your data. Where we have a legitimate interest in holding your data we will ensure we have reviewed that this is appropriate by completing a legitimate interests assessment.

### **Will the data be shared with any third parties?**

Our carefully selected partners and service providers may process personal information about you on our behalf as described below:

#### **“Digital Marketing Service Providers**

We periodically appoint digital marketing agents to conduct marketing activity on our behalf, such activity may result in the compliant processing of personal information. Our appointed data processors include:

(i)Prospect Global Ltd (trading as Sopro) Reg. UK Co. 09648733. You can contact Sopro and view their privacy policy here: <http://sopro.io>. Sopro are registered with the ICO Reg: ZA346877 their Data Protection Officer can be emailed at: [dpo@sopro.io](mailto:dpo@sopro.io).”

Other than this use, we will not share your data with any other third parties.

### **How long will the data be stored for?**

Your data will be stored until the funding for the programme in which you participated comes to an end. We will then keep your data for an extra two years to enable us to answer questions relating to the programme from our funders. For one-off events and programmes unrelated to specific funding, we will keep your data for two years to enable us to answer questions relating to the programme or event.

### **What rights does the data subject have?**

You have the following rights in relation to the data you share with us:

- the right to be informed what information LYR holds about you
- the right of access to that information
- the right to rectification, i.e. the right to correct the information if it is wrong
- the right to erasure, i.e. to tell LYR to delete all or part of the information we hold about you
- the right to restrict processing, i.e. to restrict what LYR can do with the information we hold about you
- the right to data portability, i.e. to receive information that LYR holds about you in an appropriate format for you to use elsewhere
- the right to object to data processing
- the right not to be subject to automated decision-making including profiling.

### **How can the data subject raise a query or complaint?**

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If you would like to exercise any of the rights outlined above in relation to information you believe LYR holds about you, please do the following

- Email [info@londonyouthrowing.com](mailto:info@londonyouthrowing.com)
- Please begin the subject of the email with "SUBJECT ACCESS REQUEST"
- Provide sufficient information about yourself to allow us to identify information we hold about you
- Detail which rights you wish to exercise
- Provide contact details by which we can keep you updated on the progress of our response to your request