

CARL DOUGLAS RACING SHELLS

DATA PRIVACY POLICY



1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our customers, how we use it and how we keep it secure and your rights in relation to it, in compliance with the General Data Protection Regulation (GDPR) which came into effect on 25th May 2018.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <www.carldouglasrowing.com> for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, CDRS will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Carl Douglas Racing Shells (CDRS).

Our address is: Harris Boat Yard, Laleham Reach, Chertsey, Surrey KT16 8RP England
 Contact: Carl Douglas, email carl@carldouglasrowing.com Telephone +44 (0) 1932 570946

3. What information we collect and why

Type of Information	Purposes	Legal basis of processing
Customer's name, address, telephone number(s), email address(es)	For the provision of services and products. For occasional marketing or promotions, strictly relevant to rowing/sculling	Performing the company's contract with the customer For the purpose of our legitimate interests in managing the company's affairs
Address of the customer's boat club	For the delivery of services and products	Performing the company's contract with the customer
Bank account or payment card details of the customer or other person making payment to the company	For the provision of services and products	Performing the company's contract with the customer
Weight	For boat purchases only, so the correct size boat can be built	Performing the company's contract with the customer
Gender	To help establish the correct or most suitable equipment for the customer's needs	Performing the company's contract with the customer
Photos/videos of customer's and their boats	Putting on the company's website and social media pages.	Consent: Generally photos are willingly supplied by the customer for this purpose, Where the company finds a photos that it would like to use it will seek the customers consent. The customer may withdraw their consent at any time by emailing webmaster@carldouglasrowing.com
Name, address, email and telephone numbers of our agents outside of the UK	For the provision of services and products	Performing the company's contract with the agent and their customers
Name, address, email and telephone numbers of our suppliers	For the provision of services and products	Performing the company's contract with the suppliers

Type of Information	Purposes	Legal basis of processing
Customer's name, email address and telephone number for use on the Boatmart	For the provision of this free service (available to all our customers) so that customers buying or selling a boat can communicate directly with each other.	The provision of this information is entirely at the customer's discretion but is necessary if they wish to use this service, which is free or charge. The Boatmart is effectively a notice board for the buying and selling of second-hand boats. CDRS do not act as an agent, nor seek any financial gain from it's use by customers.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payment services which we provide to you online, we will use a recognised, compliant, secure payment systems.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.
- 5.2 We will never pass your personal data to a third party for the purposes of carrying out surveys without your prior consent (which you are free to withhold).

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a CDRS customer and for as long afterwards as it is in CDRS's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
<https://ico.org.uk/concerns/> +44 (0) 303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to the proprietor, Carl Douglas carl@carldouglasrowing.com