



## Privacy Statement

*(to appear on website or forwarded to individuals upon request – an abbreviated Privacy Statement / link for use on forms, & data capture areas on websites also follows after this section).*

This privacy statement sets out how Henley Women's Regatta (HWR) Ltd uses and protects any information that you give HWR or when you use the HWR website.

HWR is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement for the purposes of effective running of Henley Women's Regatta.

Henley Women's Regatta (HWR) Ltd may change this policy from time to time. You should check this document from time to time on the HWR website to ensure that you are happy with any changes.

### What we collect:

We may collect the following information:

- Name and contact information including email address.
- Demographic information such as postcode, preferences and interests.
- Other information relevant to customer surveys.
- Video images of races which may include panning shots of regatta enclosure, towpath & public areas.

### What we do with the information we gather:

We require this information to process our sporting event and to better understand your needs and to provide you with a better service, and specifically for the following reasons:

- To keep you informed about the regatta generally,
- In respect of **competitor, sponsor & spectator contacts**, including those members of **Friends & Vitrix**, this will include any news about the regatta, such as changes in timetable, cancellation or postponement of events or races, unfavourable river or weather conditions, revised access arrangements, known traffic problems (roadworks) etc. It will also include sending you information about booking car parking and where appropriate, arrangements for booking catering and other regatta facilities.
- If you are **volunteering, officiating** or assisting in the operation of the regatta either as a **contractor or supplier**, your data is used to keep you informed about operating procedures including revision to health and safety or the Event Safety Management Plan as well as verifying and advising you of your attendance times and organising work schedules, as well as officials & volunteers duty rotas, car parking and lunch requirements. Your information may also be used for emergency contact purposes in the unlikely event or accident or incident.
- Your information will only be retained for as long as appropriate (see later note)

- Your data will also be used periodically to send promotional emails about news relating to the Regatta and associated operation that we think you may find interesting or of benefit.
- We may also use your information to contact you for market research purposes and may contact you by email, phone, fax or social media.
- Your details will ONLY be shared with persons with HWR and even then only with personnel who have a legitimate need to have sight of your contact details. All personal contact information about you is stored securely and you have the right to change your mind and have your information deleted at any time. (see later note)
- We will never disclose your personal information to third parties nor sell your data to any other organisation.
- Video Images will be broadcast live on the internet & uploaded for later viewing on the HWR YouTube channel & other social media. Prior notice of the filming & broadcast is publicly advertised. No individual is personally identified though athletes may be named in the commentary for which prior consent will have been obtained as part of the regatta entry process.

#### **Security:**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable, physical, electronic and managerial procedures to safeguard and secure the information we collect.

#### **How we use cookies:**

A cookie is a small file which asks permission to be placed on your computers hard drive. Once you agree, (by clicking on the message in our website) the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond to you as an individual. A web application can tailor its operation to your needs by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps our website administrators analyse data about webpage traffic and to improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. A cookie does not give us access to your computer or any information about you other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies but you can usually modify your browser setting to decline cookies if you prefer.

#### **Links to other websites:**

Our website may contain links to other websites of interest. However once you have used these links to leave our site, you should note that we do not have any control over that third party website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information:**

We will not sell, distribute or lease your personal information to third parties.

You have the right to be forgotten or to change your mind about HWR holding your data and can instruct us to delete your records (or update the information as appropriate) by contacting the Chairman of HWR at [chairman@hwr.org.uk](mailto:chairman@hwr.org.uk) or via the Registered Office care off Gardner Leader LLP at 1st Floor 7 Frascati Way Maidenhead Berkshire SL6 4UY.

If you believe that any information we are holding on you is incorrect or incomplete, please write or email HWR as soon as possible and we will promptly correct any information found to be incorrect.

All individuals who are the subject of personal data being held by Henley Women's Regatta (HWR) Ltd are entitled to:

- Ask what information HWR holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how HWR is meeting its data protection obligations.

If an individual contacts HWR requesting this information this is called a subject access request.

Subject access requests from individuals should be made by email addressed the Chairman of HWR at [chairman@hwr.org.uk](mailto:chairman@hwr.org.uk) or via the Registered Office care off Gardner Leader LLP at 1st Floor 7 Frascati Way Maidenhead Berkshire SL6 4UY. Individuals will be charged £10 per subject access request.

The recipient of a subject access request will aim to provide the relevant data within 40 days of receipt of the request. However, before doing so, HWR will always verify the identity of anyone making a subject access request before handing over any information.

### **Retention and Deletion of your personal information:**

Personal data will only be retained for as long as is necessary under the basis of legitimate interest or contractual necessity.

The following retention & deletion policy will apply:

<b>Relationship with HWR</b>	<b>Data Retention Period</b>
<b>Competitor Contacts</b> - (coaches, clubs, crews contact)	Delete / refresh after <b>12 months</b>
<b>Members</b> – (inc Executive & Organising Committee and misc volunteer members)	Delete / refresh after <b>24 months</b> (*see note below)
<b>Members of Vitrix &amp; Friends and sponsors / donors</b>	Delete within <b>24 months</b> (*see note below)
<b>Misc Individuals</b> (temporary helpers)	Delete / refresh after <b>12 months</b>
<b>Contractors, Suppliers, Professional, Insurance etc</b>	As required by <b>statute or contractual necessity</b> .

**NOTE\*** If a member, volunteer or supporter does not respond to any form of contact for **2 years**, their details should be deleted automatically after one final personal check whether they still wish to be involved with HWR. If that yields no response, their information is then permanently deleted.

**Abbreviated Privacy Statement** (for use on forms, website, data capture areas etc)

*HWR respects everyone's privacy and will never sell, share or disclose your data to a third party without your express consent.*

*Video & Photographic images are taken throughout the regatta which may include not just images of competitors but spectators too.*

*We only retain data that is necessary for the effective operation of the event.*

*You may request to be removed from any database we retain or request details of any information HWR holds on you via our Privacy Statement on our website ([click here](#) ).*