



## Privacy and Data Protection

This notice explains how The Scullery collects and uses your personal data.

The Scullery may process your personal data to run our events, further our charitable objectives and meet our legal obligations on grounds of consent, legitimate interest, contract or legal obligation. Specifically:-

- If you **contact** us at [info@thescullery.org.uk](mailto:info@thescullery.org.uk) or [entries@thescullery.org.uk](mailto:entries@thescullery.org.uk) then we will use any personal data that you provide to respond to your enquiry or complaint. We will not collect any personal data if you visit our website to read only.
- If you want to **enter** the Head or Regatta then you must use the British Rowing Online Entry system. We will not extract data from the BROE system other than printing or download of approved reports. We will use those reports (which include information such as your age, gender, PRI points and adaptive status) to administer the regattas. We will also monitor the overall balance of factors such as age, gender and club/school mix of entries.
- If you **volunteer** to help run the Head or Regatta then we will collect basic information such as your name and email address. We will use this personal data to run the competitions. Group emails will usually be sent bcc: but your name will be on rotas that are quite widely circulated. Further information may be required in some cases, e.g. bank account details for reimbursement of expenses or mobile phone number for urgent contact during the competitions.
- If you want to **become a member** of The Scullery then we will require a completed membership application form with your name, postal address, email address, phone number and club/school. We will use this information to administer our charity in accordance with the relevant regulations and good practice. We may also contact you about other activities that will further our charitable objectives.

The Scullery is a small charity and does not have its own computer system. Records are instead maintained by trustees and committee members on their personal computers. They undertake to take care to keep our records of your data accurate, up-to-date and safe. They also undertake to delete those records when they are no longer needed.

The Scullery will not collect and use your data for commercial purposes. We will not share it with commercial organisations. We will not share it with other not-for-profit organisations (clubs, regattas etc.) without your explicit permission.

If you wish to exercise your rights under the Data Protection Act (including Subject Access Requests) then please write to us at the postal address given on our page on the Charity Commission register. If you have any general questions, concerns or suggestions about our collection and use of your personal data then please contact the Trustees via [info@thescullery.org.uk](mailto:info@thescullery.org.uk).