

Data Privacy Policy
(in effect from August 2018)

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 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 <http://www.norwichcanoecub.co.uk> or our Club noticeboard regularly for any amendments (such amendments will not apply retrospectively).
- 1.4 We will always comply with applicable UK Data Protection legislation including the General Data Protection Regulation (referred to as the 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, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are Norwich Canoe Club. We can be contacted at chair@norwichcanoecub.co.uk or secretary@norwichcanoecub.co.uk.

3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Contact details (e.g. Members’ name, address, telephone numbers, email addresses), date of birth, payment details and records of interactions with us.	Managing the membership for the member, including dealing with payments, providing details of activities run by the Club and dealing with your queries. Providing services to members including running courses and entering members in competitions. Confirming membership to third parties, including British Canoeing and The Broads Authority. Dealing with queries raised by British Canoeing. Helping to process DBS checks.	Performance of the club’s contract with the member. Our legitimate interests in operating the club. Children have the same rights as adults under the GDPR. If you are responsible for a child or young adult who is a member of the club, please make sure that that they understand how and why the club collects and uses their information, as explained in this policy.

Type of Information	Purposes	Legal Basis of Processing
Emergency Contact Details e.g. name, telephone number and e-mail address for a person who may not be a member of the club	Contacting next of kin or other contact in event of emergency	Our legitimate interests in meeting our duty of care to members. Your emergency contacts have a right to know that we have been provided with their personal information. Please share this privacy notice with them.
Health and medical information	To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our facilities.	We process this special category personal data on the basis of your explicit consent.
Records of your attendance at the club-house, and at any events or competitions hosted by us.	To meet our health and safety obligations. To better understand the needs of club members and to address any complaints by or concerning members	We have a legal obligation and a legitimate interest to provide you and other members with a safe and fair environment for all our members. We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
Your usage of our IT systems and online portals.	The security of our IT systems	We have a legitimate interest to ensure that our IT systems are secure.
Images in video and/or photographic form	Promoting the club, our events and membership benefits and for technical training and feedback so athletes can see themselves paddling and develop technique.	Where you have given us your explicit consent to do so.
All personal information we collect.	Retention of records.	We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records. We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims.
Height, weight, arm span and other physical characteristics.	To monitor growth and physical development enabling coaches to tailor training to individual needs.	Duty of care, ensuring we have appropriate equipment and appropriate training in place for individual athletes.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the European Economic Area 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, then given the internet is not a secure medium, we cannot definitely guarantee the security of this information.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 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 required to do so by law or as set out in the table in paragraph 3 above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

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 member of the Club and for as long afterwards 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 with the exception of retaining your personal data in an archived form in order to be able to comply with future legal obligations, including but not limited to 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 UK and EU data protection law, including:
 - (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 If you wish for us to erase your data as outlined in paragraph (3) above then please contact us at membership@norwichcanoecub.co.uk.

7.3 If you have any concerns about how we process your personal data, or you have questions, comments or requests regarding our data processing practices, please contact our Data Protection Officer at secretary@norwichcanoecub.co.uk.

7.4 You also have the right to take any complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF