

## Privacy Notice May 2018

Norwich Canoe Club are committed to protecting and respecting your privacy. For any personal data you provide for yourself or your children for the purposes of your membership the Data Controller is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by telephone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number and relevant health information, other data

### Why we need your personal data

We need your data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

### Reasons we need to process your data include:

#### For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions and events.
- sharing personal data with club team managers to enter events including Marathon and Sprint regattas. At present we can't enter you for Nottingham Sprints without disclosing your date of birth to the organisers of the regatta.

#### For funding and reporting purposes

- sharing anonymised data with British Canoeing or other organisations as a condition of grant funding or application.
- analysing anonymised data to monitor club trends and improve services.

#### For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;

- club newsletter promoting club activity; and
- publishing of race and competition results

### **Marketing and communications**

- sending information about club events, safety information and club news.
- sending information about selling club kit, merchandise or fundraising.

Health data we hold on you is only processed for the purpose of passing health data to coaches and officials for general health and safety and to allow the safe running of training sessions.

The club has social media pages on Facebook and Twitter. All members are free to join these pages. If you join one of the Social Media pages, please note that providers of the social media platforms have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account.

### **Your rights regarding your personal data**

As a data subject you have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.