

## DATA PRIVACY POLICY

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, 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 [[www.bridgnorthcanoe.com](http://www.bridgnorthcanoe.com)] regularly 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](http://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 [*Bridgnorth Canoe Club*]. We can be contacted at [*bridgnorthcanoecub@yahoo.com*].

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Managing the duty roster.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Member's dependants	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.

Gender	Reporting information to British Canoeing	For the purposes of the legitimate interests of British Canoeing to maintain diversity data required by Sports Councils.
The Member's and family members medical conditions that may be relevant to the activity being performed	For maintaining welfare of members and family members	Protecting our members and family members health and safety and other members health and safety.
Photos and videos of Members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Member's and former member's name and email address	Passing to British Canoeing for the British Canoeing to conduct surveys of Members and former members of the Club (and other clubs affiliated to British Canoeing ). The surveys are for the benefit of the Clubs (and other clubs) and / or the benefit of British Canoeing.	For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of British Canoeing in its capacity as the national governing body for canoeing.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.

#### 4. **How we collect and keep your information secure**

We collect membership forms in paper copy which are kept in a safe until processed electronically at which point paper copies are shredded.

All electronic files are encrypted and password protected.

Members data will be deleted within 1 month of their membership ceasing.

Any loss or breach of data will be reported to the ICO within 72hrs.

#### 5. **Your rights**

5.1 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.

5.2 You have the right to take any complaints 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

For more details, please address any questions, comments and requests regarding our data processing practices to our [Data Protection Manager] [[bridgnorthcanoecclub@yahoo.com](mailto:bridgnorthcanoecclub@yahoo.com)].