

Data Privacy Policy

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 www.windsorcanoecub.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 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 Windsor and District Canoe Club. We can be contacted at Windsor Canoe Club, Stovell Road, Windsor, Berkshire, SL4 5JB or info@windsorcanoecub.co.uk

3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Members' name, date of birth, address, telephone numbers, email addresses, British Canoeing membership number	Managing the membership for the member.	Performance of the club's contract with the member. Our legitimate interests in operating the club.
Name and age of member dependents	Managing member and dependents' membership	Performance of the club's contract with the member.
Emergency Contact Details	Contacting next of kin in event of emergency	Our legitimate interests in meeting our duty of care to members
Paddling experience and qualifications	Provide appropriate paddling activities	Performance of the club's contract with the member. Our legitimate interests in operating the club.
Medical conditions rendering member unfit for strenuous activity	Health and safety of our members.	Our legitimate interests in meeting our duty of care to members
CCTV in boathouse and main club room. No CCTV in any other internal areas.	Safety and security of members and property.	Our legitimate interests in meeting our duty of care to members, and securing club property.

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.
- 4.6 CCTV footage stored on a password protected system which is kept in a locked cabinet and is not connected to any external networks. Access to the CCTV system is restricted to officers of the club, and only used to investigate specific incidents.

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 (e.g. to print newsletters and send you mailings). 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.

6.3 CCTV footage is kept for 28 days.

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 info@windsorcanoecub.co.uk

7.3 If you have any concerns about how we process your personal data please contact us at info@windsorcanoecub.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

For more details, please address any questions, comments and requests regarding our data processing practices to the committee via info@windsorcanoecub.co.uk