



## 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 – for example when you complete the membership form.
- 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.canoe-solihull.co.uk](http://www.canoe-solihull.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 (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 Solihull Canoe Club. We can be contacted at [action@canoe-solihull.co.uk](mailto:action@canoe-solihull.co.uk).

### 3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Members’ name, address, telephone numbers, email addresses	Managing the membership for the member. We may share your details with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your Club activities.	Performance of the Club’s contract with the member.
Name and age of member children	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	Protecting your vital interests
Medical information	In case you need medical treatment in the event of an accident	Protecting your vital interests
Age bands of members, sex of members, whether or not members have a disability, British Canoeing membership details	In order that we can provide anonymised statistics to British Canoeing as required for affiliated clubs	Legitimate interest
Names of attendees at Club sessions	So that we know who attended on a particular day in case someone is injured and so that we can monitor popularity of club sessions	Legitimate interest
Training times and race results	So that you can keep a record of your performance	Performance of the Club's contract with the member.

#### 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. Note also that for your safety emergency contact information and medical details need to be kept close at hand on a river or canal bank or in a boat and so cannot always be kept securely.

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 (e.g. to provide insurance). 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.

5.3 Solihull Canoe Club is affiliated to British Canoeing. Under British Canoeing's current affiliation system, we do not share your details with British Canoeing. We are simply obliged to provide anonymised information about the number of members who are, and are not, members of British Canoeing and information about members' age ranges, the numbers of males and females in each age range and the number of disabled members we have. We use the information we ask you to provide on the membership form to compile this data. However, British Canoeing's system is changing and when we are next required to affiliate to British Canoeing in 2019, we may share your details with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your Club activities. If this is the case British Canoeing will provide you with access to an online portal to administer your details. British Canoeing will contact you to invite you to sign into and update your Go Membership portal. Among other things, the portal allows you to set and amend your privacy settings, and also sign up to the member newsletter if desired. You can also delete your account. If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact [membership@britishcanoeing.org.uk](mailto:membership@britishcanoeing.org.uk).

## 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.

6.2 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.

6.3 We securely destroy all data 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 7.1 above then please contact us at [secretary@canoe-solihull.co.uk](mailto:secretary@canoe-solihull.co.uk).
- 7.3 If you have any concerns about how we process your personal data please contact us at [secretary@canoe-solihull.co.uk](mailto:secretary@canoe-solihull.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/>  
Tel: 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 Club Secretary – Catherine Eaton at [secretary@canoe-solihull.co.uk](mailto:secretary@canoe-solihull.co.uk)

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