

## Stafford and Stone Canoe Club



# General Data Protection Regulations Privacy Policy For Club Members

### About this policy

This policy explains when and why we Stafford and Stone Canoe Club (S&SCC) collect personal information about our members and how we use it, keep it secure and club member's rights in relation to it. This includes Full and Monthly (Junior and Senior) members, Associate members and Life members. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. Updates will be emailed to all members. You are also advised to check the Club Documents file, located in the Clubhouse, regularly for any amendments. We will only share your personal data with any third parties as outlined below.

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.org.uk](http://www.ico.org.uk)).

### Responsible person

For the purposes of the GDPR, The Club Secretary and, where appointed, Membership Secretary will be the "controller" of all personal data we hold about club members. The Secretary/Membership Secretary is responsible for making sure the club complies with GDPR. We will review personal data every year to establish whether we are still entitled to process it or not.

### Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any queries or requests regarding our data processing practices to the Secretary ([secretary@staffordandstonecc.co.uk](mailto:secretary@staffordandstonecc.co.uk)) or the Membership Secretary ([membership@staffordandstonecc.co.uk](mailto:membership@staffordandstonecc.co.uk)).

### Specific use and sharing of personal information

In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about training schedules, news, activities at the club, competition entries/results and other important notices etc. Your personal data may be shared with our current National Governing Body (British Canoeing) as

required to satisfy affiliation, insurance and membership requirements. Your personal data/contact information will otherwise not be passed to anyone else outside the club without your permission.

**The Lawful reasons for processing your data.**

We have two lawful reasons for processing your data, which are:

- (a) Contract - Processing of your data is necessary for the administration of your membership contract. Contract with S&SCC is made by signing the Membership Application/Renewal Form.
- (b) Consent – Where applicable, you have given consent to the processing of your data by opting in to specific items via Membership Application/Renewal. Changes to such consent can be made at any time during the period of membership by applying in writing to the Secretary/Membership Secretary.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

**What Information we collect, why we collect it, and who we share it with**

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

**Data processed as a requirement of managing your membership contract**

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with*</b>
All Information	Managing the Member’s membership of the Club.	Secretary & Membership Secretary
Emergency Contact Numbers & Medical Information	To be able to support all members incase they are taken ill at the club and need help.	All Club appointed coaches. This will be shared with emergency services if required.
Members Mobile Number, Email(s), Emergency Contacts and medical details.	Providing Coaches with the vital information to run sessions safely.	The Lead Coach of your group.
Dates membership commenced and ended.	Managing the Member’s membership of the Club. Managing affiliation and insurance with the club’s NGB.	Club Officials where required. British Canoeing.
Date of birth/age related information.	Managing membership categories which are age related. Managing affiliation and insurance with the club’s NGB.	Club Officials where required. British Canoeing.
Gender.	Provision of adequate facilities for members. Managing affiliation with the club’s NGB.	Club Officials where required. British Canoeing.

Disabilities	Provision of adequate facilities for members. Managing affiliation with the club's NGB.	Coaching Officer/ Coaches working directly with member. Club Officials where required. British Canoeing.
British Canoeing Membership Number	Managing the Member's membership of the Club. Managing affiliation with the club's NGB.	Secretary, Membership Secretary & British Canoeing

Photos, videos and competition results	Aid delivery of training programmes. Historic Record.	Coaching Officer/ Coaches working directly with member. Club Officials where required. Display in clubhouse, club archives.
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\* In addition to Secretary/Membership Secretary

### **Data processed with your consent**

The club will seek consent in the Membership Application/Renewal form before processing any information as outlined below.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Member's name, address, phone number/s, e-mail address	Distribution of Gateline/Club Newsletters	
Member's name, address, phone number/s, e-mail address	Notification of Non-Canoeing Club Events – Fundraising, Fun Days Etc.	
Name, photos, videos and competition results.	Issue to the Club's website and social media pages and using in press releases.	Members of canoeing community/public.

### **Enquiries and other communications with the club**

When enquiring about the club we may hold personal details provided for a period of time necessary to deal with the enquiry.

### **Children**

Parents or guardians accepting the Membership Application/Renewal are giving their permission for the data therein to be used as described elsewhere in this policy.

### **How we protect your personal data**

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. Please

note however that where you are transmitting information to us over the internet, given the internet is not a secure medium, we cannot definitely guarantee the security of this information.

Coaches and instructors will also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required.

In the unlikely event of a breach of the security of data we will notify members promptly. We will never sell or pass on your personal data.

### **Request to see your personal information**

If you wish to know what personal data the club holds please email the Secretary/Membership Secretary and he/she will respond within 1 month.

### **Accuracy and retention of data**

Each individual member is responsible for keeping the Secretary/Membership Secretary informed of changes to their data (e.g. address/telephone number etc.). Data is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

If you feel any personal data the club holds is inaccurate and wish it to be rectified please email the request to the Secretary/Membership Secretary and he/she will respond within 1 month.

If you wish any personal data to be erased please email the request to the Secretary/Membership Secretary and he/she will respond within 1 month. Please note personal data collected for fulfilling your membership contract cannot be erased whilst membership is still active. In addition, relevant data will be kept for a period as necessary for the establishment, exercise or defence of legal claims. Names, results and photographic records may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques, other awards, news/media articles.

### **CCTV Images**

CCTV may be used to record activities at the club in the interests of safety and crime prevention. All images will be stored onsite in a secured location. Images/data will be stored for no longer than 12 months.

Images/information processed may include visual images, personal appearance and behaviours. This information may be about club members, visitors, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, contractors and agents, service providers, police forces, security organisations and persons making an enquiry.