



Privacy & Data Protection Policy

Data Protection

Bishops Stortford Canoe Club is a privacy conscious organisation and is strongly committed to your right to privacy.

Although as a non-profit making body BSCC is exempt from registration with the Information Commissioner's Office, we undertake to follow the guidelines set out in the Data Protection Act 1998. Which must follow the eight principles of 'good information handling'. These principals state that data must be

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure, and
- Personal data will not be transferred outside the European Economic Area unless that country provides an adequate level of protection

We will

- only process information necessary to establish or maintain membership/support and administer the activities of the club
- only share personal information when necessary to carry out the club's activities (unless the person concerned has given their specific consent)
- only keep the information as long as is required for club administration

All club administrators or officials who hold details of members' contact or other personal information (whether electronic or on paper) are required to take reasonable steps to ensure that this is held securely, and not distributed without good reason.

How does BSCC collect data?

Personal data is collected

- On Guest forms and through the Visitor's Book
- On Membership application/renewal forms and annual data check forms
- On Consent forms for juniors attending events without their parents
- Through correspondence via the website or club email addresses or personally with BSCC officials

How is information used within BSCC?

All personally identifiable information provided to the Club is processed in accordance with the principles of the Data Protection Act 1998.

Examples of how personal information is used within the Club are:

- Membership records held by the Secretary and Treasurer
- Email addresses used for newsletters/circulars by the Secretary/Treasurer
- Emergency telephone contact details collected by the Secretary are available at the clubhouse in a private location for the use of coaches and are kept up to date. These details are also taken to races and away events by the Secretary, Race Team Leader or their deputies
- On first attending the club, members/visitors are asked to outline medical conditions which may affect their safety on the water. Coaches will generally be informed by personal contact when a member with a relevant medical issue joins their group. As coaches may potentially find themselves working with any member, lists of all members with medical issues are circulated occasionally to active club coaches. The intention is to initiate a direct discussion between the coach and the member concerned (or their parent) if the coach is leading a coaching session involving the affected member
- Members' personal details will not be distributed to one another without consent unless it is to enable a member to pursue the legitimate business of the club. If asked for a member's contact details by a second member, club officials will pass on the requestor's contact details to the other party.

The Club does not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes.

Paperwork bearing personal information will be destroyed with care when it is no longer needed.

Is information passed to third parties?

- Contact details, age, medical details etc held by the Race Team Leader are used for preparing competition entries
- Information about members' age, sex, disability status etc may be used to compile statistical reports required for grant applications or other administrative purposes, but individuals will not be identified.
- Individuals details may be passed on occasion to legitimate and well-established awards bodies as part of a nomination for an award.
- Details of members' racing performance and their photograph may be used in press reports and club publicity, unless the member or their parent has chosen to withhold permission.
- The club may pass personal information to British Canoeing, or their insurers where required to do so.

- Medical emergencies or other incidents may result in some information being recorded and forwarded to other bodies as part of an incident report. This will be limited to what is essential and relevant.

Other than the above, the club will not pass on any personal details to third parties without the subject's consent unless required to do so by United Kingdom Law.

Club Website

BSCC's official website automatically collects some statistical information about visits for routine usage monitoring only. The club does not have access to any individual personal data about website visitors.

Bulk Emails

The BSCC bulk mailing service (MailChimp) incorporates a database of the names of members (or parents of juniors) email addresses, where they have given their consent. The system is used by the Secretary to send newsletters and event notifications club-wide or to specific subsets of members. Recipients can unsubscribe from the list at any time. Juniors' email addresses (minimum 13 years) are only added with the explicit consent of their parents.

Direct Emails/Texts

The sending of direct emails/texts on behalf of the club to any juniors will be generally avoided as far as possible. Otherwise, they will always be copied to the parent as well. If this is not possible (e.g. because correspondence has arrived from a junior non-member), any reply will be copied to the club Child Protection Officer.

When sending emails to a number of members who are not already in touch with one another, club officials will use blind copy to avoid publicising email addresses.

If you believe in any way that the Club is not processing your personal data in accordance with these principles, please email us at info@StortfordCanoe.org.uk or speak to any member of the Committee.