

Code of conduct for club officials

BISHOP STORTFORD CANOE CLUB

The essence of good ethical conduct and practice is summarised below.

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the National Governing Body and the Club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage participants to value their performances and not just results.
- Committee members must respect the status of confidential issues they read and discuss.

COMMITTEE DATA/ PAPERS

Take care with all personal data and items containing personal data you handle or come across so that it stays secure and is only available to or accessed by authorised individuals

- Never leave any paper files, mobile devices, memory sticks, and mobile devices etc containing personal data unattended in a public place.
- Keep paperwork securely. Shred paper containing members' personal data on disposal and ensure old electronic devices and media are erased/destroyed
- Password protect all mobile devices and cloud-based accounts, and do not share passwords with others. Keep anti-virus software etc up to date on networked devices.

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- When passing information verbally in person or over the phone, be aware of what can be overheard. Where appropriate, restrict the information or avoid using identifiable names.
- Never use removable storage media to store personal data unless the personal data on the media is encrypted and/or password protected.
- Do not pass on personal data to any third party without the authorisation of the committee.
- Personal data must not be transferred outside the European Economic Area (EEA) unless the destination country ensures an adequate level of protection for the rights of the data subject in relation to the processing of personal data or we put in place adequate protections. This is mainly relevant to data held and accessed in Cloud-based services. Therefore, those operating on behalf of the club must not transfer personal data about BSCC Members outside the UK without first obtaining Committee approval. This could typically arise when making arrangements to travel to an event abroad or when using a new cloud-based service.
- Immediately notify the Secretary if any individual says or does anything which gives the appearance of them wanting to invoke any rights in relation to personal data relating to them
- Do notify the Committee immediately of any suspected security breaches or loss of personal data.