

# Bishops Stortford Canoe Club

## Privacy & Data Protection Policy



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

We may collect, use and store personal data from members, guests, enquirers, and those attending the competition events we host, as described in this Policy and as described when we collect data from you.

We will always comply with applicable UK Data Protection legislation when dealing with your personal data. Details can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). BSCC are the “data controller” of all personal data we hold about you.

We reserve the right to amend this Policy from time to time without prior notice. You are advised to check our website [www.StortfordCanoe.org.uk](http://www.StortfordCanoe.org.uk) for any amendments (such amendments will not apply retrospectively).

### 1 WHO ARE WE?

We are Bishops Stortford Canoe Club. We can be contacted c/o Mrs Angela Aldam (Club Secretary), 14 Chantry Road, Bishops Stortford CM23 2SF. Tel: 01279 755089. Email: [info@StortfordCanoe.org.uk](mailto:info@StortfordCanoe.org.uk)

### 2 WHAT INFORMATION WE COLLECT AND WHY

Club Members		
Type of information	Purpose	Legal Basis of Processing
Name of the member (or parent), postal address, main email address, phone numbers, records of fees paid	Administering the membership	Performance of the club’s contract with the member
Member’s date of birth, sex, PaddleUK membership details, contact details, swimming ability, medical information, divisional ranking, training videos	To enable coaches to provide appropriate & effective sessions To make competition entries for members	Our legitimate interest in providing members with safe and effective coaching and access to competition
Members’ private boats, site access & contact preferences on this issue	Fair allocation of boat racking & distribution of access codes/keys	Our legitimate interest in regulating use of the facilities
Emergency contact details	Contacting the next of kin in event of an emergency	Our legitimate interest in meeting our duty of care to members
General photos of canoeing activities at the club & social events	To promote the sport & club	Our legitimate interest in promoting the sport & club
Named photographs of the members	To aid recognition, celebrate achievement , and promote the club and the sport	Explicit consent
Extra Email addresses	Circulation of news	Explicit consent
Records of attendance	Record of attendance	Our legitimate interest in monitoring the use of the facilities
Records of athletic performance and achievement	To celebrate the achievements of members and encourage others	Our legitimate interest in encouraging athletic development

<b>Volunteers</b>		
<b>Type of information</b>	<b>Purpose</b>	<b>Legal Basis of Processing</b>
Name of the volunteer, postal address, email address(es), phone numbers	Communication to enable and recognise volunteering activity	Our legitimate interest in liaising with volunteers to coordinate activities
Records of volunteering activity, photographs of volunteers	Record of volunteering activity, celebrate voluntary effort	Our legitimate interest in recording and recognising voluntary effort
Skills and volunteering preferences	Ensuring that volunteers are appropriately deployed	Our legitimate interest in deploying volunteers effectively
Courses attended, qualifications, DBS check status	Ensuring that club officials, coaches & assistants are appropriately trained for their role	Our legitimate interest in ensuring the safety and welfare of volunteers, members & guests
DBS check evidence (temporary)	To enable verification process	Legal obligation

<b>Guests / prospective members</b>		
<b>Type of information</b>	<b>Purpose</b>	<b>Legal Basis of Processing</b>
Name of the guest (and parent if junior), postal address, email address, phone number, attendance & payments	Communicating in order to make bookings, providing preparatory information, and gaining feedback	Our legitimate interest in enabling the paddler to be properly prepared for their visit and offering opportunities to continue and join
Date of birth, sex, swimming ability, existence of health issues/impairments	To enable coaches to provide appropriate sessions	Our legitimate interest in providing safe and effective coaching to guests
General photos of taster events etc	To promote the club and the sport	Our legitimate interest in promoting the club and the sport

<b>Participants in BSCC-organised competitions</b>		
<b>Type of information</b>	<b>Purpose</b>	<b>Legal Basis of Processing</b>
Name of Team Leader/Independent & contact details	Communicating in order to distribute event information and receive race entries	Our legitimate interest in enabling preparation for a safe and effective event
Competitors entry details (name, class, division, Paddle UK membership) & payments received	To administer the race	Our legitimate interest in providing competition
Race times	Identifying the winners of the competition	Our legitimate interest in creating a record of competitive achievement
Photographs/Videos	Record of the event and celebration of achievement	Our legitimate interest in promoting the club and the sport

### 3 HOW WE PROTECT YOUR PERSONAL DATA

- 3.1 We will not transfer your personal data outside the European Economic Area unless the destination country ensures an adequate level of data protection (i.e. certain EU-approved countries, or where the EU-US Privacy Shield has been adopted). This includes transfers to any third party processors we use.
- 3.2 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.
- 3.3 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.
- 3.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## 4 WHO ELSE HAS ACCESS TO THE INFORMATION YOU PROVIDE TO US?

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- 4.1 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 2 above or paragraphs 4.2 & 4.3 below.
- 4.2 We will share some details about members and visitors to BSCC with Paddle UK, through whom our public liability insurance is held. In particular we will forward to PUK the name, DOB, parent name (for juniors) and main contact email address of each club member who is not already a personal member of PUK in order to support insurance provision, and facilitate access to competition events. Where required we may also provide PUK and Race Organisers with names (and parent names for juniors) and contact phone numbers/email addresses when making event entries. The results of competitions are also sent to PUK who publish them online. See the <https://paddleuk.org.uk/privacy-centre/#privacy-notice> .
- 4.3 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 send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service. We will only use 3<sup>rd</sup>-party processors who undertake comply with UK data legislation.

## 5 HOW LONG DO WE KEEP YOUR INFORMATION?

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- 5.1 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.
- 5.2 We securely destroy all financial information once we have used it and no longer need it.

## 6 YOUR RIGHTS

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- 6.1 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.
- 6.2 If you have any concerns about how we process your personal data, wish to make an objection, withdraw your consent, or ask for data to be corrected or erased, please contact the Club Secretary at [info@StortfordCanoe.org.uk](mailto:info@StortfordCanoe.org.uk) or 01279 755089
- 6.3 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/> or 0303 123 1113, or by post at 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 BSCC Club Secretary at [info@StortfordCanoe.org.uk](mailto:info@StortfordCanoe.org.uk)

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