

# Sheffield Canoe Club Data Privacy Policy

## About this Policy

- This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure. It also explains your rights in relation to it.
- 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.
- We reserve the right to amend this Data Privacy Policy from time to time, and without prior notice. You are advised to check our website [www.sheffieldcanoecub.co.uk](http://www.sheffieldcanoecub.co.uk) for any amendments. The policy is reviewed at least annually. Any amendments will not apply retrospectively.
- We will always comply with applicable UK Data Protection legislation, including General Data Protection Regulations (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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

## Our contact details:

Name: Sheffield Canoe Club Ltd

Address: c/o 36 Fields End, Oxspring, Sheffield, South Yorkshire S36 8WH

E-mail: [secretary@sheffieldcanoecub.co.uk](mailto:secretary@sheffieldcanoecub.co.uk)

## What type of information we have and why we have it:

Type of Information	Purposes	Legal Basis of Processing
Members’ name, date of birth, address, telephone numbers, email addresses	Managing the membership for the member.	Our legitimate interests in operating the club.
Name, address, telephone numbers, email address, date of birth of linked family member(s)	Managing the Family Membership option	Our legitimate interests in operating the club.
Name, address, telephone number and email of parents/guardians who are not club members	To manage the Junior Membership option	Our legitimate interests in operating the club. To maintain our duty of care to Junior club members.
Email addresses (specifically)	To communicate relevant information to members (and parents/guardians, where appropriate)	Our legitimate interests in operating the club.

		To ensure that all members are informed, updated, and aware of information that is relevant to them.
British Canoeing membership status	Managing the membership of the member and to manage coaching records (where appropriate)	To ensure correct billing of members and to maintain accurate British Canoeing affiliation records.
Emergency Contact Details	Contacting next of kin in the event of emergency	To maintain our duty of care to members during club activities.
Medical Information	To maintain your safety in the event of an emergency	To maintain our duty of care to members during club activities.
Records of your attendance at club courses, trips, events etc.	To conduct data analysis studies to better understand attendance.  To comply with health and safety requirements	To ensure that our courses are targeted and relevant. To meet our obligations to various grant award bodies. To comply with our legal obligation to meet health and safety requirements
Retention of records of current and former members	This includes: <ul style="list-style-type: none"> <li>• Data from previous membership periods of current members.</li> <li>• Data from former members who have left the club.</li> <li>• Historic attendance records.</li> <li>• Accident &amp; Incident reports.</li> <li>• Coaching qualifications and training records.</li> </ul> <p>*These are examples. The list is not exhaustive</p>	We have a legitimate interest in retaining records to administer and manage your membership and run our club. In some cases, we may have legal or regulatory obligations to retain records.  We delete former member medical information unless there is an explicit reason to maintain it. e.g. ongoing insurance claims, or complaints  Criminal records (DBS) history checks are processed within our legal obligations or based on your explicit consent.
Images in photographic and/or video-graphic form	For the purposes of promoting club activities, events and opportunities.	Where you have given your explicit consent to do so.

Event booking records	<p>To manage events, such as river trips, courses, social events and meetings.</p> <p>To maintain historic attendance records.</p>	<p>To maintain our duty of care to members during club activities</p> <p>To assist in future planning of events</p> <p>To assist with any insurance claims</p>
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### **What we do with the information we have**

- We will not transfer your personal data outside the European Economic Area without your consent.
- Any online payments that we take from you will be made using a recognised and secure payment method.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 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 above, or paragraph below.
- 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 courses). However, we will only provide them with the personal data that is necessary to deliver the service. We will have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

### **How we store your information**

- 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 to defend legal claims.
- We securely destroy all financial and medical information once we have used it and no longer need it.

### **Your data protection rights**

- Under the UK and EU data protection laws, you have rights including:

- a) **Your right of access** - You have the right to ask us for copies of your personal information.
- b) **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- c) **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- d) **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- e) **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
- f) **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

- Please contact us at [secretary@sheffieldcanoecub.co.uk](mailto:secretary@sheffieldcanoecub.co.uk) if you wish to make a request regarding your data.

### **How to complain**

You have the right to complain to the Information Commissioner's Office if you are unhappy with how we have used your data: [www.ico.org.uk/make-a-complaint/](http://www.ico.org.uk/make-a-complaint/)

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113