



RUGBY CANOE CLUB

PRIVACY STATEMENT AND THE GENERAL DATA PROTECTION REGULATIONS

Rugby Canoe Club has a management Committee made up of members and/or parents from the Club and takes its responsibility for the Protection of your personal data seriously. This privacy statement tells you what to expect when we collect personal information about you.

The General Data Protection Regulations (GDPR) comes into force on 25 May 2018 and is designed to unify data privacy requirements across the European Union and replaces the Data Protection Act 1998. There are several data protection principles, which detail how data on individuals are obtained, stored and processed as below: -

- a) data must be processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- f) must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

What data will we hold on you, the purpose and for what duration

We will only collect such personal data from you as indicated below: -

- 1) Names, addresses, contact details to enrol you as a member, be able to contact you by telephone, digital communication, and by post.
- 2) Date of Birth, male or female, to provide statistical information to British Canoeing (BC) in-order to pay BC affiliation and insurance fees.
- 3) Minimal information on medical conditions that may affect safety of activities.
- 4) Confirmation that you can swim, for compliance with club rules and for safety reasons.
- 5) Optional information on your canoeing related qualifications to keep track of the skills levels within the membership to aid training.
- 6) Process financial transactions, for example records of income and payment of expenses.
- 7) For coaches and volunteers only – record coaching and other qualifications relevant to the club's activities, perform DBS checks and the results of this.
- 8) Records of attendance on club activities, trip attendance and boat bookings. This is required to prove attendance in the event of an insurance claim against us and also to provide statistical information on usage of Draycote Water which is used to establish the fees we pay to DWSC.

- 9) If you obtain any British Canoeing personal performance awards assessed by the club coaches your information will be passed to BC who will keep their own records of this information and the award obtained.

Membership information will be kept for the duration of membership plus a period of 3 years. Information on attendance at club events will be kept for 3 years from the date of the event or activity. This is to potentially provide evidence that you were covered by the club liability insurance in the event of a claim against you or the club. This covers the normal time limit to make a personal injury claim after an incident. This information will only be passed on if required to process a claim against us.

Coach qualification and DBS records will also be kept for the duration of membership or volunteering activities and for 3 years after this again to provide evidence for insurance if this is necessary.

Financial information will be kept for 6 years in line with tax and record guidance from the inland revenue.

How will we keep your data?

Your data will be held electronically (including on a database, spreadsheets and other forms), and on the paper.

Electronic records are kept on personal computers and shared via Dropbox to a small number of the club volunteers and held as paper records in the volunteers' private homes.

Volunteers who have access to the personal information electronically will be required to use encrypted file systems and access control on any device on which the information is downloaded. Two factor authentication is required to be active on their Dropbox account.

Paper records contain personal information will be shredded to be destroyed.

Sharing with British Canoeing

We may share your personal data with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities and to allow them to properly administer the sports on a local, regional and national level. If this is the case British Canoeing will provide you with access to an online portal to administer your details.

British Canoeing will contact you to invite you to sign into and update your GoMembership portal. The portal will allow you to set and amend your privacy settings, and also to sign up to the member newsletter if desired. You can also request your account is deleted at any time.

Further information on British Canoeing's approach to privacy and data protection, including their own privacy notices, policies and contact details, can be located in their Privacy Centre (<https://www.britishcanoeing.org.uk/about/privacy-centre>).

If, after viewing the British Canoeing privacy centre, you have any further questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact membership@britishcanoeing.org.uk or GDPR@britishcanoeing.org.uk.

Our Promise to you

Your data will only be kept on our records for the purposes of Club related activities. They will never be sold or given to other parties unless we are obliged to do so for legal reasons, or as listed in the section above.

If we change how we use your data this will be published on the club website and all current members will be informed individually either by email or written communication. This may take the form of an announcement in the club newsletter.

How will we keep your details up to date?

We will as far as reasonably practical endeavour to keep up to date with your data. We do however rely on you to advise us if your details change. You will have the opportunity to update your details at the annual membership renewal date or at any other time by informing the club secretary.

Your rights

Under the Data Protection Act 1998 and The General Data Protection Regulation 2018, you have rights as an individual which you can exercise in relation to the information we hold about you. You have a right to Complain to the Information Commissioners Office if you consider that we have breached our data obligations.

Social media or email

The Club has accounts with Facebook and other Social Media platforms, and these 3rd parties will have their own filters and security controls. As a club member you will be invited to join the club Facebook group. This is optional. Any information that you give or publish via Facebook or other social media will be subject to the data control of the provider and is not under the control of Rugby Canoe Club.

Complaints or queries

The Club tries to meet the highest standards when collecting and using your personal information. For this reason, we take any complaints we receive about this very seriously. We encourage members to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. If you want to make a complaint about the way we have processed your personal information, you can contact us at secretary@rugbycanoeclub.org.uk

Access to personal information

You have a legal right to know what data we hold on you. We will address this if you make a 'subject access request' under the GDPR. If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

To make a request to the Club for any personal information we may hold, you need to put the request in writing addressing it to the Secretary. If we do hold information about you, you can ask us to correct any mistakes.

Links to other websites

This privacy statement does not cover any links within the club's website linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy statement

We keep our privacy statement under regular review and it will be updated if any future legislation requires it, we change the usage of data or our systems or working practices change. Responsibility for keeping the statement under review rests with the current Club Secretary who also has the role of Data Protection Officer.

How to contact us

Details on how to contact us can be found on the website, in the monthly newsletters or by speaking directly to the Secretary at the weekly Club nights.