

Worcester Canoe Club - How we process your personal data

Your privacy is important, and the Club needs to protect your personal data. This page describes how we do that, and gives you information we are required to under data protection law. If you have any queries or concerns about please contact the Chairman at worcestercc@yahoo.co.uk.

The Organisation

We are Worcester Canoe Club, an amateur sports club for all paddle sports, particularly canoeing and kayaking. Our address is Grandstand Road, Worcester, WR1 3EJ, email worcestercc@yahoo.co.uk

Our Data Protection Officer is the Chairman, Julian Harris.

What we process and why

We process personal data to administer the club, its premises and equipment, provide services to its members, organise races and events, promote the club, and ensure the safety and safeguarding of members. We will ensure there that reasonable security precautions are taken to protect your personal data, by electronic security measures and restricting access to those who need to access it.

We don't sell your details or use them for marketing anything not connected to the Club. We will not give your personal details out to other members of the club or anyone else unless you agree to this or it is necessary for an activity you have signed up for (coaching for example).

Categories of data we process:

- Correspondence between us and you, including emails
- Race and event entries
- Discussions and decisions that may relate to you
- Membership applications and payment (mostly our online membership system, Web Collect.
- Consent / health forms for children and vulnerable adults
- Safeguarding information – data necessary for us to ensure the safety and wellbeing of children and vulnerable people
- Sending you news and information

Our lawful basis for processing this personal data is that it is in the legitimate interest of the club. Without having details of who you are, whether you have paid etc. it will not be possible to administer the club, and as long as we protect this reasonably no harm will come to members as a result of our processing.

We process some personal data on members that is regarded as being in the "special category", that is types of data that need special protection. This is:

Health data – data you provide to enable coaches to take into account you or your children's health when planning canoeing activities.

Criminal offences – if you provide this as part of a Safeguarding process. This will only be processed as necessary to follow the Government’s Disclosure and Barring Service (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>) process to protect children and vulnerable people.

Who we share your personal data with

We only share your personal data where that is reasonable and necessary for us to do. For example, we might share your personal data with other organisations to help you enter one of their events. If necessary for the safeguarding of children or the prevention and detection of crime, we would share your personal data with the police, British Canoeing (BCU) safeguarding team or other appropriate authorities.

We also routinely share membership data with British Canoeing (the BCU). We provide them with details of our members (both those who are and who are not members of the BCU). This helps the BCU with their administration, gives them better statistics, and establishes who are associate members of the club (non-BCU members for who the club pays a fee for their waterways license and liability insurance). The BCU may contact members as a result of this, but should not send you marketing material unless you request this.

We don’t share this information with anyone outside the UK. The only exception is where we use an internet service to help us administer the club, for example Yahoo email or MailChimp. We will only use internet providers from outside the EU when that is allowed by Data Protection Law.

How long we keep your data for

We will delete your data when it is no longer necessary for us to keep it, as part of normal housekeeping procedure. If you do not rejoin the club, we will delete your membership records within 6 months after your membership expires (or earlier if you requested it). We will delete emails older than a year on an annual basis.

Your rights

You have a number of rights under the GDPR to help you understand what personal data is processed on you and to object or correct data where necessary.

These are explained by the Information Commissioner’s Office (ICO) at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> The ICO is the independent regulator and guidance body for data protection. The rights are, in summary:

1. The right to be informed – through notices such as this
2. The right of access – to receive a copy of information we hold on you, if you request this
3. The right to rectification – to amend information we hold on you if this is inaccurate
4. The right to erasure – to have information we hold on you erased, if that is appropriate
5. The right to restrict processing – to stop us carrying out a particular type of processing of your data if that is appropriate

6. The right to data portability – where possible we should provide you with a copy of your personal data in a machine-readable form
7. The right to object - various rights to object in court
8. Rights in relation to automated decision making and profiling (which we do not do)

Concerns and Complaints

Please contact the Club's Data Protection Officer via email on worcestercc@yahoo.co.uk. If you are not satisfied you should contact the Information Commissioners Office, whose contact details are:

<https://ico.org.uk/global/contact-us/>

casework@ico.org.uk

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