



Cheltenham Canoe Club



Privacy Statement.

Cheltenham Canoe Club is a privacy conscious organisation and is strongly committed to your right to privacy. That is why we have drafted a Privacy Statement, which follows the guidance set out in the Data Protection Act 1998.

The Data Protection Act 1998.

The Data Protection Act 1998 set rules for processing personal information and applies to all paper records as well as data held on computers.

The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

These principles state that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure, and

Personal data will not be transferred outside the European Economic Area.

All personally identifiable information provided to Cheltenham Canoe Club is processed in accordance with the principles of the Data Protection Act 1998. If you believe in any way that Cheltenham Canoe Club is not processing your Personal Data or Sensitive Personal Data in accordance with these principles, please email secretary@cheltenhamcanoecub.com

Definitions.

Personal Data – data relating to any living individual, or from which a living individual can be identified. Sensitive Personal Data – personal data relating to an individual's mental or physical health.



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How does Cheltenham Canoe Club collect data?

There are several means by which Cheltenham Canoe Club collects personally identifiable data, for example:

Through membership application forms;

By acceptance for inclusion on the Cheltenham Canoe Club database (a member gives permission when completing the membership application form);

By surveys or monitoring purposes;

By entering into email, telephone or web site forum correspondence with a member of the Cheltenham Canoe Club committee ("the Committee").

Cheltenham Canoe Club's Use and Storage of Data.

The club's acquisition, storage and use of paper based and electronic data exists solely to enable Cheltenham Canoe Club to meet the objects of the club as set out in its constitution ie. "to promote and provide facilities for the sport and recreation of canoeing". In practice this includes the gathering and dissemination of information and the provision of services to enable Cheltenham Canoe Club to act as a canoe and kayak club.

Personal Data and Sensitive Personal Data may be held in paper based or electronic format. Storage of both paper based and electronic data is subject to guidelines agreed and updated from time to time by the Committee ("the Guidelines") for the secure storage, management and disposal of that data. Those Guidelines address the following points:

All Personal Data and Sensitive Personal Data to be maintained in a secure environment;

All Personal Data and Sensitive Personal Data to be disposed of in a secure environment;

The timescales for records to be kept to be in accordance the HM Revenue and Custom guidance on record keeping for businesses;

Responsibilities.

Cheltenham Canoe Club is a Data Controller within the meaning laid down in the Data Protection Act 1998 as it is responsible for processing Personal Data and Sensitive Personal Data. The committee has direct responsibility for maintaining this policy and providing advice and guidance on its implementation.

All coaches and volunteers are responsible for policy implementation in accordance with the Guidelines.

This policy and the Guidelines will be made available to all who wish to view them.



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Is information passed to third parties?

Cheltenham Canoe Club will only disclose information to third parties in the following circumstances:

If explicitly required to do so by United Kingdom Law;

If a request for information is made by the British Canoeing, the club's governing body.

The information will be passed directly to the BC only;

If the information is pertinent to the mitigation of risk; for example Personal Data and Sensitive Personal Data may be passed to a third party venue provider.

Cheltenham Canoe Club will obtain your consent before passing on any information to any third parties.

Cheltenham Canoe Club does not collect or compile personally identifying information for dis-eminaton or sale to external parties for marketing purposes.

Cheltenham Canoe Club web site

If you are a user with general public and anonymous access the Cheltenham Canoe Club web site does not store or capture personal information, but merely logs the user's IP address that is automatically recognised by the web server. We do not use cookies for collecting user information and we will not collect any information about you except that required for system administration of our web server.