



CHELTENHAM CANOE CLUB

DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and the public, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 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.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.cheltenhamcanoeclub.co.uk or our Club Facebook group [Cheltenham Canoe Club Community](#) regularly for any amendments (such amendments will not apply retrospectively).
- 1.4 We will always comply with applicable UK Data Protection legislation including UK GDPR when dealing with your personal data. Further details on the UK GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the UK GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

We are Cheltenham Canoe Club. We can be contacted via email at:
captain@cheltenhamcanoeclub.com
secretary@cheltenhamcanoeclub.com

3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Member's name, address, telephone numbers, email address	Managing the membership for the member.	Performance of the club's contract with the member. Our legitimate interests in operating the club.
Participant's name, address, telephone number, email address	Providing sessions for non members such as river trips or taster/beginner sessions etc	Our legitimate interests in operating the club
Name and age of member dependents	Managing member and dependents' membership	Performance of the club's contract with the member.
Emergency Contact Details	Contacting next of kin in event of emergency	Our legitimate interests in meeting our duty of care to members
Gender, Date of Birth, British Canoeing Number and Photo/video permission	Managing member and dependents' membership	Performance of the club's contract with the member. Our legitimate interests in operating the club.



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Medical Conditions	To assess capacity to participate in club activities	Our legitimate interests in meeting our duty of care to members
Qualifications, course attendance and DBS check outcome	Managing member volunteers in line with CCC Health, Safety & Environmental Policy	Our legitimate interests in meeting our duty of care to members

4. **How we protect your personal data**

- 4.1 We will not transfer your personal data outside the European Economic Area without your consent.
- 4.2 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.
- 4.3 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. **Who else has access to the information you provide us?**

- 5.1 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 3 above or paragraph 5.2 below
- 5.2 We may share your details with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities. 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 Go Membership portal. Among other things, the portal allows you to set and amend your privacy settings, and also sign up to the member newsletter if desired. You can also request your account is deleted.

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



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6. What main services does Cheltenham Canoe Club use to process my data?

Service	Purposes	Privacy Information
membermojo	Membership Management	https://membermojo.co.uk/cheltenhamcanoeclub/help/privacy
Stripe	Payment Processing	https://stripe.com/gb/privacy
Google Drive	Data Storage	https://policies.google.com/privacy
British Canoeing	Provision of insurance	https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Member_Privacy_Notice.pdf
First Advantage Online Disclosures	DBS Check	https://fadv.onlinedisclosures.co.uk/docs/OnlineDisclosures%20Privacy%20Policy.pdf

7. How long do we keep your information?

- 7.1 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.
- 7.2 We securely destroy all financial information once we have used it and no longer need it.

8. Your rights

- 8.1 You have rights under UK 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.



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8.2 If you have any concerns about how we process your personal data or wish for us to erase your data please contact us at:
captain@cheltenhamcanoecub.com or
secretary@cheltenhamcanoecub.com

8.3 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/>

0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF