



# Upton Warren Canoe Club

## Data Privacy Policy

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, 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.uptonwarrencanoeclub.co.uk](http://www.uptonwarrencanoeclub.co.uk) or our Club noticeboard regularly for any amendments (such amendments will not apply retrospectively).
- 1.4 We will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- 2.1 We are Upton Warren Canoe & Kayak Club. We can be contacted at

Upton Warren Canoe & Kayak Club  
68 Monarch Drive  
Worcester  
WR2 6ES

Phone: 07961 045358  
Email: [chair.uwckc@gmail.com](mailto:chair.uwckc@gmail.com)



# Upton Warren Canoe Club

## 3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Members' name, address, telephone numbers, email addresses	Managing the membership for the member.	Performance of the club's contract with the member. 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
Medical Conditions & Allergies	Ensuring individuals are safe to undergo activities and to consult in event of an emergency	Our legitimate interests in meeting our duty of care to members.
Gender	Provision of adequate facilities for members.  Reporting information to British Canoeing.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.  For the purposes of the legitimate interests of British Canoeing to maintain diversity data required by Sports Councils.
Qualification-Coaching, First Aid	Ensure instructors qualifications are up to date, to provide a safe environment for members	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
British Canoeing Membership Number	Reporting information to British Canoeing. For affiliation purpose and instructors registration.	For the purposes of the legitimate interests of British Canoeing.
Photos and videos of members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent to publish. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter. We will remove any images from our



# Upton Warren Canoe Club

		<p>website, google drive and make no further posts with your photos.</p> <p>If we publish a photograph or image in any public forum, we no longer have control over that photograph, as it can be downloaded, screenshotted, re-photographed and shared by others, stored in systems not related or controlled by the club. Therefore, we will be unable to confirm full removal of images and photographs from the historical record online or otherwise stored.</p> <p>Please note that the club cannot control or stop images being taken by other individuals or organisations not connected with the club.</p>
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## 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 Please note, however, that where you are transmitting information to us over the internet, then given the internet is not a secure medium, we cannot definitely guarantee the security of this information.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.



# Upton Warren Canoe Club

## 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 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 print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purpose

5.3 Only authorised club officials hold access to your data, for more information please read our current data audit.

## 6. **How long do we keep your information?**

6.1 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.

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

## 7. **Your rights**

7.1 You have rights under UK and EU 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



# Upton Warren Canoe Club

- (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.

7.2 If you wish for us to erase your data as outlined in paragraph (3) above then please contact us at [chair.uwckc@gmail.com](mailto:chair.uwckc@gmail.com)

7.3 If you have any concerns about how we process your personal data please contact us at [chair.uwckc@gmail.com](mailto:chair.uwckc@gmail.com)

7.4 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

For more details, please address any questions, comments and requests regarding our data processing practices to our Chairman [chair.uwckc@gmail.com](mailto:chair.uwckc@gmail.com).