



Upton Warren Canoe Club

Privacy & Data Protection Policy

Data Protection

The Upton Warren Canoe & Kayaking Club ("UWC&KC") is conscious of each member's right to privacy. Our Privacy and Data Protection Policy follows guidelines set out in the Data Protection Act 1998.

UWC&KC Data Collection

UWC&KC needs to gather and use certain information about individuals. These can include members, suppliers and other people the organisation has a relationship with or may need to contact.

Specifically UWC&KC collects personally identifiable data, for example and not limited to:

- UWC&KC membership forms
- Acceptance on Social Media
- Via e-mail or telephone contact with any members of UWC&KC on official club business.
- Applications for disclosure and barring certification.

All personally identifiable information provided to UWC&KC is processed in accordance with the principles of the Data Protection Act 1998.

The Data Protection Act 1998

The Data Protection Act 1998 set rules for handling and using personal information. It applies to paper records as well as electronic data. With the Freedom of Information Act 2000 which came into force on 1 January 2005, the provisions of the Data Protection Act 1998 will apply to all records held by the UWC&KC.

UWC&KC Use and Storage of Data

Schedule 1 to the Data Protection Act states that those who record and process personal information must follow the eight principles of good information handling.

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.



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3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

If you believe that UWC&KC is not processing your personal data in accordance with these principles, please contact a member of the committee.

The Upton Warren Canoe & Kayaking Club web site www.uptonwarrencanooclub.co.uk does not store or capture personal information. 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. Your IP address will be captured by the web server logs. Where external websites are provided by other organizations such as Twitter or Facebook, then we would ask you to consult their privacy policies.

Disclosure of information to third parties

It is UWC&KC policy to only disclose information to third parties if explicitly required to do so by United Kingdom Law. UWC&KC will obtain your consent before passing on any information to any third parties. There are exceptions e.g. under the Children Act 2004 and amongst several other regulations where it clearly stresses the legal duty and responsibility to share information **without** consent if needed to protect children.

UWC&KC does not collect or compile personally identifying information for sharing or sale to external parties for marketing purposes.