



# SUDBURY CANOE CLUB

AFFILIATED TO THE BRITISH CANOE UNION

[www.sudburycanoeclub.org.uk](http://www.sudburycanoeclub.org.uk)

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## Sudbury 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 take your privacy seriously.

1.3 When you become a member, or renew membership with Sudbury Canoe Club you agree to the use of your personal data for administering your membership and for us contacting you with club notices relevant to your membership.

1.4 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.

1.5 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.sudburycanoeclub.org.uk](http://www.sudburycanoeclub.org.uk)] or our Club noticeboard on Facebook regularly for any amendments (such amendments will not apply retrospectively).

1.6 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 Sudbury Canoe Club. We can be contacted at [scc.onthestour@gmail.com](mailto:scc.onthestour@gmail.com) or via our drop box at The Quay, Quay Lane, Sudbury CO10 2AN or via our membership secretary 07810 897322.

**3. What information we collect and why** (These are examples and can be changed and amended as required).

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 or disability	Being prepared in event of emergency	Our legitimate interests in meeting our duty of care to members.

Ethnicity	To understand the demographic of our club and to assist with our endeavours to obtain funding	Performance of the club's contract with the member. Our legitimate interests in operating the club.
BCU Awards, First Aid and other qualifications	To help us maintain a safe environment in which members can develop their skills	Performance of the club's contract with the member. Our legitimate interests in operating the club.

#### **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.

#### **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 will disclose only the personal data that is necessary for the third party to deliver the service and we will ensure there is a contract in place, should we elect to use a third party, that requires them to keep your information secure and not to use it for their own purposes.

#### **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. Photographs and videos**

7.1 The club occasionally takes photos of, or videos, its members. These may be used on our website, social media, local press, British Canoeing website and elsewhere to generally promote the club. Should you be un-happy for images of you or your dependents to be published please inform our Data Protection Officer [ see paragraph 2.1 ].

## **8. Your rights**

8.1 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
- (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.

8.2 If you wish for us to erase your data as outlined in paragraphs (3) and (7) above then please contact us [see paragraph 2.1 ].

8.3 If you have any concerns about how we process your personal data please contact us [ see paragraph 2.1]

8.4 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/>

Tel: 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 Data Protection Officer [see paragraph 2.1].