

Lakeland Canoe Club - Data Security 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 Security Policy and as described when we collect data from you.

1.3. We reserve the right to amend this Data Security Policy from time to time without prior notice. You are advised to check our website <https://lakelandcanoeclub.wordpress.com> regularly for any amendments (such amendments will not apply retrospectively).

1.4. We will always comply with applicable UK Data Protection legislation including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (together 'the legislation') when dealing with your personal data. Further details can be found at the website of the Information Commissioners Office (www.ico.gov.uk). For the purposes of the legislation, we will be the "data controller" of all personal data we hold about you.

2. Who are we?

We are Lakeland Canoe Club We can be contacted via <https://lakelandcanoeclub.wordpress.com/contact-us/>

3. What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Members contact details (name, address, telephone numbers, email addresses), date of birth, payment notifications, qualifications. Information provided via the membership form.	Managing the membership, including dealing with payments, providing details of activities via the newsletter, etc. Providing access to the club calendar to allow members to book onto club events. Confirming membership to third parties, particularly British Canoeing. To confirm qualifications of leaders.	Necessary for the provision of services to club members.
Emergency Contact Details e.g. name and telephone number for a person who may not be a member of	Contacting next of kin or other contact in event of emergency	Our legitimate interests in meeting our duty of care to members. Your emergency contacts have a right to

the club. Information provided via the membership form.		know that we have been provided with their personal information.
Health and medical information. Information provided via the membership form.	To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our facilities.	We process this special category personal data on the basis of your explicit consent.
Event attendance information via the club calendar.	To provide leaders with information on participants for health and safety and to enable the leader to determine if the activity is suitable for the participants skills and experience. To ensure participants at club events are covered by insurance.	Necessary for the provision of services to club members. Members are issued with a login on joining and removed when membership ceases.
WhatsApp contact details	To enable informal communication between members.	Members phone numbers are only added to WhatsApp with members' explicit consent. Details are removed when membership ceases.
Trip reports including images in video and/or photographic form. Information shared via the club's website and Facebook page.	Promoting the club, our events and membership. Providing a resource of details of paddling venues.	Members can opt-out of appearing in photos or videos.

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 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 guarantee the security of this information.

4.4. We will notify you promptly in the event of any breach of your personal data which might result in a high risk to your rights and freedoms.

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 above or paragraph 5.2 below.

5.2. We may pass your personal data to third parties such as British Canoeing who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. 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 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 except for retaining your personal data in an archived form to be able to comply with future legal obligations and the establishment exercise or defence of legal claims.

7. Your rights

You have various rights under the legislation, including:

- access to your personal data
- being provided with information about how your personal data is processed
- having your personal data corrected
- having your personal data erased in certain circumstances
- objecting to or restricting how your personal data is processed
- having your personal data transferred to yourself or to another business in certain circumstances.
- If you wish for us to erase your data as outlined above, then please contact the membership secretary.
- If you have any concerns about how we process your personal data, or you have questions, comments or requests regarding our data processing practices, please contact the membership secretary.
- You also have the right to take any complaint about how we process your personal data to the Information Commissioners Office