**SHREWSBURY CANOE CLUB**

**PRIVACY NOTICE FOR OUR MEMBERS**

We are committed to respecting your privacy. This notice:

* explains how personal information which we collect may be used before, during and after your membership with us
* applies to you if you have applied to become or are a member of our club
* explains how we comply with the law on data protection and what your rights are

and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the SHREWSBURY CANOE CLUB**.**

Our Secretary has overall responsibility for data protection compliance. Contact details are at the end of this notice.

1. Personal Information we may collect from OR ABOUT you

You may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

* + personal contact details such as name, title, email addresses and telephone numbers;
  + date of birth;
  + gender;
  + membership start and end date;
  + records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
  + any payment details you provide so that we can receive payments from you and details of financial transactions with you;
  + use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
  + records of your attendance at any events hosted by us;
  + images in video and/or photographic form and voice recordings;
  + your preferences so that we know whether and how we should include you in our mailshot system;
  + details of any British Canoeing membership;
  + details of next of kin, family members, and emergency contacts;
  + records and assessment of any competitive rankings, grading or ratings, competition results, details regarding events/matches attended and performance;
  + any disciplinary and grievance information;

1. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following “**special category**” of more sensitive personal information:

* + information about your health, including any medical condition, which is relevant to paddlesport

We process this data on the basis of your explicit consent, which is requested when you give medical information in our membership application form.

In the table below we refer to this as the “special category reason for processing of your personal data”.

1. **WHERE WE COLLECT INFORMATION**

We typically collect personal information about you when you apply to join the Club or to take part in events organised by the Club, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you provide us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collected it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They have the same rights as set out in the “**Your rights in relation to personal information**” section below.

1. Uses made of the information

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Personal information used** | **Lawful basis** |
| **To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you** | All contact and membership details, transaction and payment information, records of your inter-actions with us, and mailshot preferences. | This is necessary to enable us to properly manage and administer your membership contract with us. |
| **To arrange and manage any contracts for the provision of any services or products** | Contact details, transaction and payment information,records of your interactions with us. | This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us. |
| **To send you information about paddlesport and opportunities offered by or on behalf of the Club or by members on their own behalf*,* including information on competitions and events.** | Contact and membership details. | This is necessary to enable us to properly manage and administer your membership contract with us. |
| **To answer your queries or complaints** | Contact details and records of your interactions with us | We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership. |
| **Retention of records** | All the personal information we collect. | We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.  We process special category personal data on the basis of the “special category reason for processing of your personal data” referred to in section 2 above. |
| **The security of our IT systems** | Your usage of our IT systems and online portals. | We have a legitimate interest to ensure that our IT systems are secure. |
| **For the purposes of promoting the club and our events and membership packages.** | Images in video and/or photographic form. | Where you have given us your explicit consent to do so |
| **To comply with health and safety requirements** | Records of attendance, medical information about your health | We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.  We process special category personal data on the basis of the “special category reason for processing of your personal data” referred to in section 2 above |
| **To administer your attendance at any courses or programmes you sign up to** | All contact and membership details, transaction and payment data, details of any British Canoeing/WCA/SCA/CANI membership and performance data. | This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme. |
| **To arrange for any trip or transportation to and from an event** | Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information. | This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.  We process special category personal data on the basis of the “special category reason for processing of your personal data” referred to in section 2 above |
| **To use information about your physical or mental health (including any injuries) or disability status, to ensure (so far as consistent with the risks inherent in the areas of paddlesport in which you participate) the health and safety of yourself and of your paddling buddies and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our facilities.** | Health and medical information | We process special category personal data on the basis of the “special category reason for processing of your personal data” referred to in section 2 above |
| **To gather evidence for possible grievance or disciplinary hearings** | All the personal information we collect | We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.  We process special category personal data on the basis of the “special category reason for processing of your personal data” referred to in section 2 above |
| **For the purposes of equal opportunities monitoring** | Name, title, date of birth  gender, information about your race or ethnicity and health and medical information | We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible. We process special category personal data on the basis of the “special category reason for processing of your personal data” referred to in section 2 above |
| **To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements** | Information about your criminal convictions and offences | For criminal records history we process it on the basis of legal obligations or based on your explicit consent. |

You will have a legal, contractual or other requirement or obligation to provide us with some personal information. If you do not provide this personal information we may not be able to admit you as a member or properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Any consent to our use of your personal information in a particular manner can be withdrawn at any time, by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of consent will not affect any use of the data made before you withdrew your consent and we may still be entitled on bases other than your consent to hold and process the relevant personal information. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

1. **DIRECT MARKETING VIA OUR MAILSHOTS**

Our mailshots are the main line of communication between the Club and its members and between any individual member and the rest of the members. From time to time, these mailshots contain information about trips, courses or sales of paddle gear we or the individual member sending them believe you may be interested in.

We will only send mailshots to you if you indicate you wish to receive them and we urge you to give this consent. You can let us know at any time that you do not wish to receive mailshots by emailing us at membership@shrewsburycanoeclub.org.

1. Disclosure of your PERSONAL information

We may share personal information with the following parties:

* + **Any party approved by you.**
  + **British Canoeing:** to allow them to properly administer competitive disciplines on a local, regional and national level.
  + **Service providers**: for example our I T providers
  + **The Government**: where we are required to do so by law or to assist with their investigations or initiatives.
  + **Police, law enforcement and security services**: to assist with the investigation and prevention of crime and the protection of national security.

1. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

1. **HOW LONG DO WE KEEP PERSONAL INFORMATION?**

This depends on the type of information and the reason why we collected it. Generally, where there is no legal requirement to do otherwise we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

* + Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
  + Information that may be relevant to actual or potential litigation may be retained until the limitation period for the relevant type of claim has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.
  + Minutes of committee and General Meetings are kept indefinitely

1. **KEEPING YOUR PERSONAL INFORMATION UP TO DATE**

It is important that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. Members can update some of the personal information we hold about them through our membership portal. Alternatively, you can contact us as set out in the "**Contacting us**" section below.

1. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following general legal rights in relation to your personal information:

* the right to be informed about how your personal information is being used;
* the right to access the personal information we hold about you;
* the right to request the correction of inaccurate personal information we hold about you;
* the right to request the erasure of your personal information in certain limited circumstances;
* the right to restrict processing of your personal information where certain requirements are met;
* the right to object to the processing of your personal information;
* the right to request that we transfer elements of your data either to you or another service provider;
* and the right to object to certain automated decision-making processes using your personal information (but we do not use automated decision making in any event).

You should note that some of these rights, for example the right to require us to transfer your data to another service provider, may not apply to personal information recorded and stored by us as they are subject to specific requirements and exemptions. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner’s website at https://ico.org.uk/for-the-public/.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us as set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner’s Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

1. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the end of the notice. For significant changes we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

1. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email secretary@shrewsburycanoeclub.org

**Version dated 12/2020**