



DATA PRIVACY POLICY

1. About the Policy.

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.

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.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check the Club website regularly for any amendments (such amendments will not apply retrospectively).

We will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. For the purposes of GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

We are Hereford Kayak Club.

We can be contacted via e mail at: herefordkayakclub@outlook.com

3. What Information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Members names, address, telephone numbers, email address, BC membership number, date of birth and canoeing qualifications.	Managing the membership for the members	Performance of the Club’s contract with the members. Our legitimate interest in operating the Club.
Name and age of member dependents.	Managing members and dependents membership.	Performance of the Club’s contract with the members.
Members name and canoeing ability qualifications	For future reference in the event of the member rejoining the Club. This information will be retained indefinitely unless a request to delete it is received.	Our legitimate interest in operating the Club.
Emergency contact details	Contact next of kin in event of emergency.	Our legitimate interest in meeting our duty of care to members.
Medical details, relevant medical conditions and medication.	Manage the safety of members	Our legitimate interest in meeting our duty of care to members.
Coaching qualifications	Ensuring Club coaches are suitably qualified.	Our legitimate interest in operating the Club.

4. How we protect your personal data.

We have implemented general accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or corruption.

Please note, however, that when 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.

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?

We will never sell your personal data. Apart from British Canoeing who may require Club membership details and qualification, 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.

6. How long do we keep your information?

We will hold your personal data on our system 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.

7. Your rights.

You have rights under UK data protection law, including:

1. To access your personal data.
2. To be provided with information about how your personal data is processed.
3. To have your personal data corrected.
4. To have your personal data erased in certain circumstances.
5. To object to, or restrict, how your personal data is processed.
6. To have your personal data transferred to yourself or to another Club in certain circumstances.

If you wish for us to erase your data as outlined in paragraph 4 above then please contact the membership secretary at herefordkayakclub@outlook.com. Please be aware that if you are a current member of Hereford Kayak Club deletion of your personal data will lead to immediate termination of your membership.

If you have any concerns about how we process your personal data please contact the membership secretary (details above).

Signed:

Position: HKC Chair

Date: