



## Privacy Policy

This policy explains when and why we collect personal information about our members and others who attend our events, how we use it, 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.

### Our contact details

Cherwell Canoe Club can be contacted by email at [dataprotection@cherwellcc.org.uk](mailto:dataprotection@cherwellcc.org.uk)

### The type of personal information we collect

We currently collect and process some or all of the information in the table below:

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Membership application or renewal
- Event bookings or purchases
- Correspondence by phone, email etc.

If you are providing us with details of other people, such as 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 collect it and how we use and may share that information. Please share this privacy notice with them. They also have the same rights as set out in the "Your data protection rights" section below.

### Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can this by changing your membership form or mailing list subscriptions in your WebCollect account. You may also request assistance by emailing [dataprotection@cherwellcc.org.uk](mailto:dataprotection@cherwellcc.org.uk)
- (b) We have a contractual obligation.
- (c) We have a legitimate interest.
- (d) We have a legal obligation

**We may share this information with :**

- WebCollect who provide our membership and booking system.
- British Canoeing as our sport’s governing body.

<b>Information Type</b>	<b>How We Use It</b>	<b>Lawful Basis for Use</b>
Name and contact details. Correspondence with you including by electronic means.	To administer any membership you have with us and managing our relationship with you, including and event bookings, dealing with payments and any support, service, product enquiries complaints etc.	Contract
Payment Information & transactions records	To arrange and manage any contracts for the provision of any services or products.	Contract
Date of birth or age information, gender, disability information	For equal opportunities monitoring and for provision of appropriate facilities.	Legitimate interest
Paddling interests/ marketing preferences	To provide appropriate services & information for our members.	Consent
British Canoeing membership details and qualifications	To provide appropriate services & information for our members. For insurance purposes.	Legitimate interest
Health information & emergency contact	For your health and safety including providing first aid and, if necessary, information for the emergency services.	Consent
Disability information	For your safety, and to make reasonable adjustments to enable participation. For British Canoeing statistics.	Contract and Legitimate Interest

Photographic and video images	Used on the club website and social media. May be used as a coaching aid.	Consent
Attendance records	To manage your membership and run our club. May be retained in case of complaints or claims.	Legitimate interest
ID documents such as passports etc.	Used in Disclosure & Barring Service checks for safeguarding.	Legal Obligation

## How we store your information

Your information is securely stored.

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis. Generally, where there is no legal requirement we retain all physical and electronic records for a maximum period of 6 years after your last contact with us. However information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. This can be an extended period as the limitation period might not start to run until a long time after your membership finished.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should update your membership details if anything changes, for example if you change your phone number or email address. You can do this in your WebCollect account. You may also contact us by email at [dataprotection@cherwellcc.org.uk](mailto:dataprotection@cherwellcc.org.uk)

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at [dataprotection@cherwellcc.org.uk](mailto:dataprotection@cherwellcc.org.uk) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [dataprotection@cherwellcc.org.uk](mailto:dataprotection@cherwellcc.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>