



# Birmingham Canoe Club Privacy Policy

#### Who we are

Birmingham Canoe Club is an unincorporated organisation which engages in paddlesports. We can be contacted at <a href="mailto:info@birminghamcanoeclub.co.uk">info@birminghamcanoeclub.co.uk</a>

Information we collect from you and why we collect it

The following information is collected from you upon joining our club, this is on the legal basis of legitimate interest in operating the club and meeting our duty of care to members.

## Managing your membership

- Name
- Date of birth
- Address
- Phone number(s)
- Email address
- BC registration
- Relevant qualifications/training
- Emergency contact details
- Medical conditions

#### **Equipment hire**

- Name
- Equipment hired
- Date and duration of hire

### Participation in club events

- Name
- Date of Birth
- Emergency Contact details
- Position (coach/leader/participant/etc)

## How we use your information

Contact- The club has several 'opt-in' communication services, including email and WhatsApp, which may be updated at any time. You will not be automatically included in these mailing lists without your express permission. You can unsubscribe at any time by emailing <a href="mailto:info@birminghamcanoeclub.com">info@birminghamcanoeclub.com</a>. Exception to this is where you accept responsibility of a club committee role, you will then be automatically included in relevant messages in order to help you fulfil your role. Medical incidents- Should the club have an incident where medical attention is required, your details will be used for the purpose of providing care.

Events- Details may be reviewed to ensure suitability and safety requirements needed to enable participation in events

Equipment hire- Eligibility and validity of membership will be checked prior to equipment hire.

Anonymised data- The club may require statistics to be generated regarding the running of the club. This information is collected upon membership sign-up and will not trace back to any member.

Website data- If you log into our website, essential cookies are activated, which will log session times and access privileges data. See below for Cookie Policy.

# Sharing data

The club will only share data with 3rd parties when required for:

Events- Data will be shared with coaches, leaders and organisers of events which you have explicitly expressed an interest to participate in. This includes club events and outside organisations. Data will be limited to contact details and skill/ability required for the course.

Medical incidents- First aiders/medical staff/insurance companies and other involved parties at the committee/trip leader/coach discretion. Data will be limited to contact details, emergency contact details, medical details and details of incident as required.

Other- Data can be shared, when explicitly requested for by you, to another organisation of your choice or where the club is legally obliged to do so. This would have to be in the best interests of the club and the individual involved, the club can refuse if we feel this is not the case. Once outside of the club, data is no longer the responsibility of the club.

## How long we keep your data

We will hold your data on our systems for as long as you are a member of our club and for as long afterwards as is necessary to comply with our legal obligations. We will review this annually to establish whether we are still entitled to process it. If we decide we are not entitled to do so your data will be anonymised and deleted.

Equipment hire data will be kept until our Equipment Officer has completed a returns check and is satisfied with the condition of the returned item(s)

## Contact us about your data

If you require any information about your data, including what we hold, please contact us on <a href="mailto:info@birminghamcanoeclub.co.uk">info@birminghamcanoeclub.co.uk</a>

Updated January 2024

## **Cookies Policy**

Last updated: July 24

Birmingham Canoe Club ("us", "we", or "our") uses cookies on the Website www.birminghamcanoeclub.com (the "Service"). By using the Service, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

What are cookies

Cookies are small pieces of text sent to your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make your next visit easier and the Service more useful to you.

Cookies can be "persistent" or "session" cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while session cookies are deleted as soon as you close your web browser.

#### How we use cookies

When you use and access the Service, we may place a number of cookies files in your web browser.

We use cookies for the following purposes:

- To enable certain functions of the Service
- To provide analytics

We use both session and persistent cookies on the Service and we use different types of cookies to run the Service:

- Essential cookies. We may use cookies to remember information that changes the way the Service behaves or looks, such as a user's language preference on the Service.
- Analytics cookies. We may use analytics cookies to track information how the Service is used so that we can make improvements. We may also use analytics cookies to test new advertisements, pages, features or new functionality of the Service to see how our users react to them.

#### Third-party cookies

In addition to our own cookies, we may also use various third-parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

- For the Chrome web browser, please visit this page from Google
- For the Internet Explorer web browser, please visit this page from Microsoft.
- For the Firefox web browser, please visit this page from Mozilla.
- For the Safari web browser, please visit this page from Apple.
- For any other web browser, please visit your web browser's official web pages.

Where can you find more information about cookies

You can learn more about cookies and the following third-party websites:

- AllAboutCookies
- Network Advertising Initiative

#### Disclaimer

This policy may be changed at any time at Birmingham Canoe Club's discretion. If we should update this policy, we will post the updates to this page on our Website.

This policy was last updated: July 24

If you have any questions or concerns regarding our privacy policy <u>please</u> <u>contact us</u>.