



# **Birmingham Canoe Club Privacy Policy**

## **Who we are**

Birmingham Canoe Club is an unincorporated organisation which engages in paddlesports. We can be contacted at [info@birminghamcanoeclub.co.uk](mailto:info@birminghamcanoeclub.co.uk)

## **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
- Position (coach/leader/participant/etc)

## **How we use your information**

**Contact-** The club has several 'opt-in' email services 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 accessing the website 'members only' area and editing your user details. 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 will not trace back to any member. If there is a possibility that a member may be identified there will be an option for that member to opt out of that particular data set.

**Website data-** If you log into our website, session times and access privileges data will be stored in addition to the cookie policy linked here:

<https://www.birminghamcanoecub.co.uk/policy/cookiepolicy.php>

## **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, 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 archived.

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 [info@birminghamcanoecub.co.uk](mailto:info@birminghamcanoecub.co.uk) or speak to a committee member. Details of current committee members can be found in your welcome pack or on our website.