



# Axe Vale Canoe Club (AVCC)

Contact us at: [info@axevalecc.co.uk](mailto:info@axevalecc.co.uk)

Website: <http://www.axevalecc.co.uk/>

Affiliated to Paddle UK



## Data Privacy Policy

### *About this Policy*

- 1.1 This policy explains when and why we collect personal information about our members (and event/course attendees), how we use it and how we keep it secure and your rights in relation to it.
- 1.2 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.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <<https://www.axevalecc.co.uk>> or our Club noticeboard regularly for any amendments (such amendments will not apply retrospectively).
- 1.4 We will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### *Who are we?*

- 2.1 We are Axe Vale Canoe Club (AVCC). We can be contacted at [info@axevalecc.co.uk](mailto:info@axevalecc.co.uk) or see the AVCC website Contacts page.

### *How we protect your personal data*

- 3.1 We will not transfer your personal data outside the European Economic Area without your consent.
- 3.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 3.3 Please note, however, that where 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.
- 3.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 3.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 3.6 Your data may be processed by club officials and coaches for the administration of the club, events and courses, and to meet our duty of care to our members/applicants.
- 3.7 The following members of the AVCC committee will have administrative rights to add and amend information as needed to ensure accuracy; as well as ensuring members

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that coaches and club officers have up to date qualifications and mandatory training when needed:

Chair, Vice Chair, Treasurer, Secretary, Safeguarding & Safety Officers  
also for events/courses/trips forms the nominated Organiser.

## ***What information we collect and why***

<b>Type of Information</b>	<b>Purposes</b>	<b>Legal Basis of Processing</b>
Name, address, telephone numbers, email addresses	Managing the membership for the member.  Managing events and courses for the applicant.	Performance of the club's contract with the member.  Our contractual obligations in operating the club, events and courses.
Name and age of all members and applicants.	Managing member and dependents' membership and events and courses applications.	Legitimate interest and performance of the club's contract with the member or applicant.
Paddle UK (PUK) Membership status	Managing club affiliation with PUK as we pay a per capita fee for non-PUK members.	Member's consent to supply their PUK status.
Coach's & Leader's Awards and update status	Managing the safe running of the club, trips, events and courses.	Legitimate interests in safe operation of the club, events and courses and meeting our duty of care to members.
Photographs, contact preference, Gift Aid	Publicising and managing the running of the club.	Member's consent.
Medical conditions (that affect paddling ability)	Managing the safe running of the club, trips, events and courses.	Vital interest of the member or applicant concerned in an emergency situation and meeting our duty of care to members/applicants.
Emergency Contact Details	Contacting next of kin in event of emergency.	Legitimate interests in meeting our duty of care to members.
Member's canoeing PUK awards	Managing the safe running of the club, trips, events and courses.	Member's consent.
Accident Book information	Managing the safe running of the club, trips, events and courses.	Legal obligation to record details of injuries/accidents.

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## ***Who else has access to the information you provide us?***

- 4.1 We will never sell your personal data. 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 or as set out in the table in paragraph 3 above or paragraph 5.2 below.
- 4.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.
- 4.3 The membership and application process uses WebCollect who have their own data processing policies. Data is held on WebCollect servers which are secure and controlled by WebCollect.
- 4.4 We may share anonymised data with Paddle UK for affiliation and insurance purposes. We may share personal data related to a GoCanoeing event or Race with Paddle UK.
- 4.5 We utilise, maintain and review the data held about the club and its members by Paddle UK in their various systems (currently including the JustGo Membership and Club system, and the associated Club Dashboard).
- 4.6 AVCC operates a Facebook Group (private to members and close family) to publicise club events, courses and club/casual trips. Joining this group is consensual and you will have already agreed to Facebook's privacy terms and imagery terms. This Facebook Membership may also be used to set up groups and send messages in the allied Messenger App.<sup>1</sup>

## ***How long do we keep your information?***

- 5.1 We will hold your personal data on our systems 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. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data with the exception of retaining your personal data in an archived form in order to be able to comply with future legal obligations, including but not limited to compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 5.2 We securely destroy all financial information once we have used it and no longer need it.

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<sup>1</sup> Note that the club will not use WhatsApp (or similar) messaging tools which expect to access the Contacts on your phone, as this access is not compliant with this policy. (You do not have permission to give other people's data to the company concerned.)

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## **Your rights**

- 6.1 You have rights under UK and EU data protection law, including:
- (a) to access your personal data
  - (b) to be provided with information about how your personal data is processed
  - (c) to have your personal data corrected
  - (d) to have your personal data erased in certain circumstances
  - (e) to object to or restrict how your personal data is processed
  - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 6.2 If you wish for us to erase your data as outlined in paragraph (3) above then please contact us at [info@axevalecc.co.uk](mailto:info@axevalecc.co.uk)
- 6.3 If you have any concerns about how we process your personal data please contact us at [info@axevalecc.co.uk](mailto:info@axevalecc.co.uk)
- 6.4 You also have the right to take any complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer as listed on our website Contacts page.