

Data Privacy Policy

This policy explains when and why we collect personal information, 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 our website (<http://falmouthcanoe.club>) 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. Further details on the GDPR can be found at the website for the Information Commissioner (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?

We are Falmouth Canoe Club (‘the Club’). We can be contacted via info@falmouthcanoe.club

What information we collect and why

The Club collects a range of personal data as part of its legitimate activities.

General Enquiries

The club collects personal data when it receives enquiries about the club and its activities. This personal data may be collected through the submission of the online enquiry form, through the submission of an email, by telephone or postal correspondence.

Membership Information

The Club collects personal data in order to process and manage membership of an individual in the Club (‘Member’). This personal data is collected through the completion and submission of membership application forms.

Registers of Activity Participation

The Club collects personal data in order to manage the administration of Club equipment and club activities. This data is collected through the completion of paper registers, responses to emails or through telephone calls to Club officials.

How we protect your personal data

We will not transfer your personal data outside the European Economic Area without your consent.

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.

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.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

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 the next paragraph below.

We may pass personal data of Club members 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 will only disclose 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. The Club may pass personal data on club members to Canoe England or British Canoeing where required to do so by these two bodies in relation to the Club's affiliation to these organisations.

How long do we keep your information?

We will hold personal data arising from general enquiries for as long as necessary to satisfactorily respond to the enquiry. We may hold the correspondence for up to 12 months following completion of the enquiry to ensure continuity of response should any follow up enquiries are forthcoming.

We will hold personal data for Members on our systems for the duration that they are a member of the Club and for as long afterwards as is necessary to comply with our legitimate interests and 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.

We securely destroy all financial information once we have used it and no longer need it.

Your rights

You have rights under UK and EU data protection law, including:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.

If you wish for us to erase your data as outlined in paragraph (3) above then please contact us via info@falmouthcanoe.club.

If you have any concerns about how we process your personal data please contact us via info@falmouthcanoe.club.

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 Club Secretary via info@falmouthcanoe.club.

Privacy Policy Changes

Although most changes are likely to be minor, the Club may change its Privacy Policy from time to time, and in the Club's sole discretion. The Club encourages visitors and Members to frequently check this page for any changes to its Privacy Policy. Your continued Membership or use of the Club's website after any change in this Privacy Policy will constitute your acceptance of such change.

FalmouthCanoe Club Website

Website Visitors

Like most website operators, Falmouth Canoe Club collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. The Club's purpose in collecting non-personally identifying information is to better understand how Club's visitors use its website. From time to time, the Club may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website. The Club also collects potentially personally-identifying information like Internet Protocol (IP) addresses. The Club does not use such information to identify its visitors, however, and does not disclose such information, other than under the same circumstances that it uses and discloses personally-identifying information, as described below.

Gathering of Personally-Identifying Information

Certain visitors to the Club's website choose to interact with it in ways that require the Club to gather personally-identifying information. The amount and type of information that the Club gathers depends on the nature of the interaction. For example, administrators of the website will have a username and email address and those who submit enquiries via the online form will provide personal data such as a name, telephone name and email address. In each case, the Club collects such information only insofar as is necessary or appropriate to fulfil the purpose of the visitor's interaction with the Club and the website. The Club does not disclose personally-identifying information other than as described below. And visitors can

always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

Aggregated Statistics

Club may collect statistics about the behaviour of visitors to its website. For instance, the Club may reveal how many downloads a particular document received. However, the Club does not disclose personally-identifying information other than as described below.

Cookies

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. The Club's website uses cookies to help the Club identify and track visitors, their usage of the Club's website, and their website access preferences. Visitors to the Club's website who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using the Club's website, with the drawback that certain features of the Club's website may not function properly without the aid of cookies.

GoDaddy Website Builder

The Club's website utilises GoDaddy WebSite Builder as its Content Management System. GoDaddy provides a range of services and functions that help with the administration of the website, which may include the collection and processing of personal data. You can find out more about the services that are provided via GoDaddy and how personal data is handled through their Privacy Notice (<https://uk.godaddy.com/agreements/privacy>)