



## Roker Canoe Club PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us, in line with GDPR. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information. Any data provided will not be shared with 3<sup>rd</sup> parties and used only for club insurance and records. You may request to view data held about yourself (or your child under the age of 18) by email to the club secretary.

References to **we**, **our** or **us** in this privacy notice are to Roker Canoe Club.

The committee of Roker Canoe Club hold overall responsibility for data protection compliance in our organisation.

### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU.

On registering your membership or trial with us, you will be required to provide us with or we may obtain the following **personal information**, regarding you;

- Personal contact details that allow us to contact you directly (pending, during and up to 12 months following your membership period) such as; name, title, address, email address and telephone numbers.
- Date of birth
- Gender
- Membership start date (all membership end dates are April 1<sup>st</sup>)
- Records of your interactions with us, such as telephone conversations, emails and other correspondence and your instructions to us.
- Records of your attendance at any events hosted by us.
- Images in photographic and /or video form.
- Details of next of kin, family members and emergency contacts.
- Paddling qualifications.

### 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect and store the following '**special categories**' of more sensitive personal information regarding you. This will be used to ensure your safety within the club.

- Information about your health, including any medical condition.

### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member or trial member of the club or when you register with us at [www.rokercanoecub.weebly.com](http://www.rokercanoecub.weebly.com) or when you make an enquiry and/or complaint or when you correspond with us by phone, email or other way. All electronic data will be stored in a secure cloud, while any hard copies will be stored securely by us, in a locked cabinet.

Please tick

- ☐ I (name)\_\_\_\_\_ agree to the terms set out above. (If the member is under 18, insert parent/guardian name above and the name of the child here\_\_\_\_\_)
- ☐ I understand that my details will not be shared with any 3<sup>rd</sup> party and trust the committee in this matter.
- ☐ I hereby give my consent to be contacted regarding membership up to 12 months after my membership has lapsed.
- ☐ I give consent for any video/photographs/images of myself to be included on the club website and/or Facebook page.

Club Committee Member signature.....

Signed..... Date.....

If the member is under the age of 18, I confirm that I am their parent or legal guardian.

If you are unhappy with anything linked to our data usage and storage policy, please contact the ICO at [ico.org.uk](http://ico.org.uk)