



PRIVACY AND DATA RETENTION POLICY

Telford Canoe Club – Privacy Notice

Telford Canoe Club ("the Club", "we", "us", "our") is committed to protecting and respecting your privacy. For the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the Club is the Data Controller.

1. The Data We Collect About You

We may collect, use, store, and transfer different kinds of personal data about you, including:

- **Identity & Contact Data:** Name, date of birth, gender, address, email address, and telephone numbers.
- **Emergency & Medical Data:** Emergency contact names/numbers and any voluntary medical information or dietary needs relevant to your safety during club paddling activities.
- **Membership & Financial Data:** Membership category, joining date, payment details, and transaction history.
- **Qualifications & Records:** Paddle UK membership number, coaching qualifications, first aid certificates, and safeguarding checks.
- **Media:** Photographs or videos from club events (collected only with explicit consent).

2. How and Why We Use Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we use your data under the following lawful bases:

- **To Perform Our Contract With You:** To manage your club membership, process payments, and communicate club operations.
- **Legitimate Interests:** To organise club sessions, trips, and training; manage equipment loans; and ensure the general running of the club.
- **Legal Obligation & Vital Interests:** To maintain safety logs, report incidents, and use medical information in an emergency to protect your vital interests.
- **Consent:** For marketing communications, newsletters, or publishing photographs on our website and social media.

3. Sharing Your Data

We do not sell your personal data. We only share your data with trusted third parties where necessary, including:

- **Paddle UK:** To register your club affiliation, validate qualifications, and manage insurance provisions.
- **Club Management Systems:** Secure platform providers (e.g., JustGo or generic secure club databases) used strictly for administrative purposes.
- **Emergency Services:** Medical information and emergency contacts will be shared if required during an incident.

4. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, or insurance reporting requirements:

- **Active Membership Data:** Kept for the duration of your membership.
- **Lapsed Membership Data:** Archived or securely destroyed 12 months after your membership expires, unless required for legal/insurance claims.

- **Incident & Incident Reports:** Retained for a minimum of 5 years (or until the individual reaches age 30 for incidents involving minors) in line with Paddle UK insurance guidelines.

5. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way. Access to personal data is strictly limited to designated club committee members (e.g., Membership Secretary, Welfare Officer) who require it to perform their roles.

6. Your Legal Rights

Under UK GDPR, you have the right to:

- **Access** your data (Request a Subject Access Request).
- **Rectify** incorrect or incomplete data.
- **Erase** your data (The "Right to be Forgotten"), subject to legal or insurance retention obligations.
- **Restrict or Object** to the processing of your data.
- **Withdraw Consent** at any time where consent is our lawful basis.

7. Contact and Complaints

If you have any questions about this privacy notice or wish to exercise your legal rights, please contact our Data Protection Officer / Club Secretary at:

- **Email:** admin@telfordcanoecub.co.uk

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).