



Privacy Notice

What is the purpose of this document?

The Pentland Canoe Club is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after you access our services, in accordance with the General Data Protection Regulation (**GDPR**). This Privacy Notice (together with any other privacy notice that we may provide to you)

The Club will be a “controller” of the personal information that you provide to us online, over the phone and through paper forms. The Club and the Scottish Canoe Association (SCA) uses the SCA’s online system called Go Membership provided by Azolve Ltd in order to process membership applications, event entries and maintain records of qualifications and training courses. Members can access their personal information stored in the Go Membership SCA Portal via the SCA website www.canoescotland.org.

The club utilises email or social networking tools such as Twitter, Facebook and Instagram to inform members, and those who have registered an interest, about activities and events.

We may change this Privacy Notice from time to time. Please check this policy frequently to ensure you are aware of the most recent version and the date that it was last updated.

Information we hold and collect

When you register as a member of the club or renew your club membership (including if you are registering or renewing on behalf of a child under the age of 16), we will ask you for the following personal information:

- contact details – name, address, email address (for children under 16 we will also require the email address of a parent or legal guardian);
- date of birth
- Membership category payment details – e.g. bank account number, sort code, card details if paying by direct debit or payment card
- training or qualifications you hold relevant to paddlesport
- equality information – disability (if any), ethnic group, religious belief, gender identity, sexual orientation.
- emergency contact details (name and phone number)

The Club also holds

- Images of you may be taken during Club activities
- Correspondence with you (either via email, record of call, voicemail message or otherwise)
- Any information that you choose to send us via email or social networking tools such as Twitter, Facebook and Instagram



Why we need your personal information – contractual purposes

We need to collect your personal information so that we can manage your membership. We will use your personal information to:

- set up your online membership account;
- provide you with core member services via post and email, including membership renewal information, coaching and training information and opportunities; member newsletters, information about club meetings
- to provide you with details of forthcoming activities, events and competitions (as well as those of selected third parties (including our partner organisations and clubs)
- review, develop and improve the services and activities offered by us
- research, develop and manage new and existing programmes and projects and to promote paddlesport
- monitor club compliance with equal opportunities legislation and the Equality Standard For Sport and to promote / maintain equality of opportunity or treatment
- Assist the SCA in its obligations under Equality legislation and its work to make paddlesport more accessible in Scotland
- for statistical analysis.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

- promote and encourage participation in paddlesport by sending communications to individuals and members and booking information for upcoming competitions, courses and other events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide events in paddlesport by accepting and managing entries and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in paddlesport by monitoring member engagement and participation through inviting our members to participate in surveys for research and development purposes;
- invite our members as award winners or guests to our annual awards celebration, which includes asking our clubs to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain records of member training and qualifications, including sending email communications to individuals and members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to paddlesport.
- administer PVG processing as necessary
- assisting in developing new programmes for the strategic development of the sport and the club; and
- retaining personal data for historical and statistical purposes, such as competition results and qualifications.



- Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to [members/participants/volunteers/club members] for the purposes of complying with our obligations under:

- to maintain a register of our members, which includes our member name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our sportscotland regulatory requirements to report on the size, achievements and profile of our members; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Why we need your personal information – marketing:

Where you are happy for us to do so, we would like to contact you by email with information about events related to paddlesport which are organised by 3rd parties.

At any time you can request that we stop sending emails to you by

- replying “unsubscribe” to the email

or

- using the “unsubscribe” option at the bottom of the email you receive.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, to display a list of coaches able to deliver a particular training or qualification course. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We share club member information with the SCA which is stored on the SCA’s Go Membership Portal.

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with sportscotland, British Canoeing (including Canoe Wales and the Canoe Association of Northern Ireland) for promotional and/or journalistic purposes. We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations



include Disclosure Scotland and Police Scotland for the purposes of safeguarding children. We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

The Club uses the SCA's online system called Go Membership provided by Azolve to administer our membership, qualifications and events database and club management system, as part of which Azolve contracts third party payment providers to process your payments of our behalf. Azolve and its payment providers process member personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it. If you are a member of an affiliated club we may also share your personal information with the club for the purposes set out above. This will include name, address, date of birth, contact information, qualification and credentials.

Through affiliation to the SCA the club benefits from Civil Liability Insurance provided by Towergate Insurance Limited for officially recognised club activities. Where an insurance claim is made or notification of a possible claim received, we will pass personal data relating to the potential/actual claim to Towergate for the purpose of administering the claim.

We share personal data with the SCA for audit and reporting purposes. The SCA uses this data to produce anonymised and aggregate reports on paddlesport participation and qualifications which are shared with sportscotland and the Scottish Government.

Requesting your consent to share your information

We would like to assist people making contact with officials within our club by making club contact details available on our website. We ask your consent to do so.

How we protect your personal information

Your personal information is stored on our personal computers utilised by key Committee Members and some (eg the Club Secretary, Club Treasurer and the Child Protection Officer) and Azolve's servers based in the UK and Europe. Some information is stored in the "cloud" (eg dropbox) to enable information to be shared between key Club committee members and coaches.

Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 6 years. We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of club and for how long. We need to do this to comply



with the Companies Act 2006, which requires us to keep a register of members and in the event of a claim against the club. In certain circumstances, e.g. regarding Safeguarding, we may keep information for longer periods of time. For full information about how long we keep different types of information please see the Club Data Retention Policy.

Your rights

You can exercise any of the following rights by writing to us at dpo@pentlandcanoeclub.org.uk. Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so. Any requests received by the club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk

Further information / Contact Us

You may change your preferences at any time by logging on to your individual account in Go Membership via the SCA website www.canoescotland.org and updating your information. Alternatively you can contact dpo@pentlandcanoeclub.org.uk.

You can contact our data protection officer by writing to the following address:

Pentland Canoe Club

c/o Sandaig

Crescent Street

HALKIRK KW12 6XN

Email: dpo@pentlandcanoeclub.org.uk