

PRIVACY POLICY

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Introduction

At the Port of Plymouth Canoeing Association (PPCA), we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who register on our website and/or join PPCA by whatever means, how we use it, the conditions under which we may disclose it to others, how we keep it secure, and your rights in relation to your personal data.

By registering on our website or by becoming a PPCA member, you are agreeing to be bound by this Policy.

This Policy may change from time to time. Any questions regarding this Policy and our privacy practices should be sent by email to secretary@ppca-canoe-club.org.uk.

Who are we?

Port of Plymouth Canoeing Association, affiliated to Paddle UK.

How do we collect information about you?

We obtain information about you through these specific actions:

- Membership applications and renewals
- Boat storage applications and renewals
- Session registers

- Newsletter mailings
- Booking club equipment
- Booking courses, sessions and other events

What type of information is collected about you?

The personal information we collect includes:

- Name
- Address
- E-mail
- Telephone number
- Date of Birth
- Gender
- BritishCanoeing member number
- Canoeing qualifications
- Emergency contact name
- Emergency contact number
- Parent / Guardian details
- Car registration
- Your boat details
- Any special requirements affecting safety on the water
- Signature

How is your information used?

We may use your information to:

- Process your membership and associate membership of Paddle UK
- Carry out our obligations arising from your membership
- Notify you of changes to our Club
- We will also enter events on your or your child's behalf. We will only use personal data relevant for administering the event entry with the event organiser.
- Send you communications which you have requested and that may be of interest to you.

How long do we retain your information?

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual's PPCA membership lapses your information will be securely kept for a period of 3 years for the purposes of maintaining achievement scheme records, after which your information will be deleted.

Who has access to your information?

- Nominated Committee members only
- Paddle UK
- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.

Sharing with Paddle UK

We may share your details with Paddle UK if you are not already a Paddle UK member. This is to provide insurance for your club activities. If this is the case Paddle UK will provide you with access to an online portal to administer your details.

Paddle UK will contact you to invite you to sign into and update your Go Membership portal. Among other things, the portal allows you to set and amend your privacy settings, and also sign up to the

member newsletter if desired. You can also request your account is deleted at any time. Further information on Paddle UK's approach to privacy and data protection, including their privacy notices, policies and contact details can be located in their Privacy Centre: <https://www.britishcanoeing.org.uk/about/privacy-centre> If after viewing the Paddle UK privacy centre, you have any further questions about the continuing privacy of your personal data when it is shared with Paddle UK, please contact membership@britishcanoeing.org.uk or GDPR@britishcanoeing.org.uk.

How you can access and update your information?

The accuracy of your information is important to us. You can check the information we hold is correct by emailing secretary@ppca-canoe-club.org.uk

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them by using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

What are your rights?

1. The right to access:

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The copy will be provided free of charge.

2. The right to rectification:

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

3. The right to erasure:

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a PPCA member and wish the data not to be held for our standard 3 year period. Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the PPCA to fulfil its obligations.

4. The right to restrict processing:

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

5. **The right to object to processing:**

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

6. **The right to data portability:**

To the extent that the legal basis for our processing of your personal data is:

- a. consent; or
- b. that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract,
- c. and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

7. **The right to complain to a supervisory authority:**

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office:

<https://ico.org.uk>

8. **The right to withdraw consent:**

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to PPCA or via email to secretary@ppca-canoe-club.org.