



CHESTER SAILING AND CANOEING CLUB GDPR PRIVACY NOTICE

www.chestersailingclub.co.uk
www.chestercanoecub.org.uk
www.chestersailingandcanoecub.com

Revision

Version	Date	Changes
V 1.0	12 Mar 2018	Release after committee approval 12 Mar 2018

Reviewed

Date	Observations

Privacy Notice

Chester Sailing and Canoe Club (“we”, “us” or “our”) is committed to protecting and respecting your privacy. We own and operate the <http://chestersailingandcanoeclub.com> , and utilise and operate <https://webcollect.org.uk/> for the processing of members personal records and details, and dutyman (<http://dutyman.biz>)for the setting and management of OD duties.

In this Privacy Policy, references to “you” are to any person who submits data to us [or either of the Web sites we utilise] about yourself or about any living individual. This Privacy Policy (together with any other of our terms and conditions, and any other documents referred to in them) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read this Privacy Policy carefully to understand our views and practices regarding your personal data and how we will treat it.

We will only use your personal data in the manner set out in this Privacy Policy. We will only use your personal data in a way that is fair to you based on your consent. We will only collect personal data where it is necessary for us to do so and where it is relevant to our dealings with you. We will only keep your personal data for as long as it is relevant to the purpose for which it was collected or for as long as we are required to keep it by law. Not renewing your membership will result in your records been delete in the June of that year. Backups of your data will be held for up to 6 years after non-renewal. Backups will only be used within the first year for the purpose of been able to contact you if required, and example of its use may be to obtain your contact details for the return of club trophies. Access to older archives will only be made with respect to inspection of accounts by HM revenue.

Your name and (email) address, or telephone numbers will be used to inform you regarding upcoming events, courses, membership details and changes in this Privacy Policy Statement. These details may be passed to other club officers to facilitate such membership.

Access to notified medical conditions will be made available to event officers if a medical event happens, but this can only be accessed if required. Safe guards have been put in place to ensure that the information cannot be easily accessed.

Other than as set out in this Privacy Policy, we shall NOT sell or disclose your personal data to third parties unless we are required to do so by law.

We will record payments made, evidence may be required where concessional rates are sought. This information will be passed to auditors, or similar, as legally required.

Normal operation of club activities further requires recording of data such as participation in racing and the resultant, scores, ranking, and awards.

You should only submit to us (or either of the Websites) information which is accurate and not misleading. You should keep that information up-to-date and let us know as soon as possible of any changes to that information by personally updating your membership form on Web collect or email the membership secretary.

By submitting your or anyone else's data to us or either of the Websites, you must ensure that you have full authority and consent to supply us with that data on their behalf and you warrant to us that you have that authority.

You are advised that you have the right to have your data amended to remove errors, to withdraw your consent for some or all processing, and to have your records deleted. For these purposes you may contact <us | the controller><means and details/phone, address, email...>. Possible consequences of such changes to consent will be loss of benefits provided by processes from which you opted out. You further have the right to lodge a complaint with the supervisory authority, ICO.

Any correspondence may be recorded.

An processing of electronic data will also adhere to the clubs IT Security Policy.

Any changes we may make to this Privacy Policy in the future will be posted on the Website and, notified to you by e-mail. You will also be required to re-accept the GDPR checkbox if a change is made after you signing. Each time you enter the Website, you agree that the Privacy Policy current at that time shall apply to all information held by you.