



## Data Protection & Privacy Policy

### 1. Policy Statement

North Somerset Paddlesports Club (NSPC) is committed to protecting the personal data of its members, volunteers, coaches, and participants. We recognise our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and we aim to ensure that all personal information is collected, stored, processed, and disposed of fairly, securely, and lawfully.

The club values the trust placed in it by members and takes privacy and confidentiality seriously.

### 2. Scope

This policy applies to all personal data collected, held, and processed by the club in relation to:

- Membership applications and renewals
- Event participation
- Coaching and training sessions
- Medical and emergency contact information
- Photographs and media content
- Volunteer and staff administration

It applies to all committee members, coaches, volunteers, and anyone else handling data on behalf of the club.

### 3. Principles of Data Protection

The club will ensure that personal data is:

1. Processed lawfully, fairly and transparently – members will be informed about what their data is used for.
2. Collected for specified, explicit and legitimate purposes – only information necessary for running the club will be collected.
3. Adequate, relevant and limited – only the minimum data required will be kept.
4. Accurate and kept up to date – members are responsible for notifying the club of changes.
5. Kept no longer than necessary – data will be retained only for as long as is necessary for club purposes.
6. Secure – data will be stored safely to protect against loss, misuse, unauthorised access, or disclosure.

### 4. Data Collected

The club may collect the following types of personal data:

- Contact details (name, address, phone number, email)
- Date of birth and age category
- Emergency contact details
- Medical information necessary for safe participation
- Membership records and payment history
- Qualifications, coaching records, and volunteering history
- Photographs and media, with consent



## 5. Legal Basis for Processing

The club processes personal data under the following lawful bases:

- Contract – processing necessary to deliver membership services.
- Legal obligation – compliance with requirements of governing bodies or statutory authorities.
- Vital interests – using emergency contact or medical data to protect members' safety.
- Consent – for photography, marketing, or optional communications.
- Legitimate interest – to manage and promote the club's activities effectively.

## 6. Data Security

- Membership data will be stored securely, either electronically (password-protected) or in locked files.
- Access to personal data will be restricted to committee members, coaches, or volunteers where necessary.
- Data shared with third parties (e.g., British Canoeing, insurers, event organisers) will only be provided when necessary and with appropriate safeguards.
- Personal data will not be sold or disclosed for commercial purposes.

## 7. Data Retention

- Membership data will be retained for the duration of membership plus up to 3 years for administrative purposes.
- Financial records will be kept for 7 years in line with HMRC requirements.
- Medical and consent forms will be retained only for as long as required for the activity.
- Photographs and media will be stored only with ongoing consent, and members can request removal at any time.

## 8. Rights of Members

All members have the right to:

- Be informed about how their data is used.
- Access a copy of their personal data held by the club.
- Request correction of inaccurate or incomplete data.
- Request deletion of their data ("the right to be forgotten") where appropriate.
- Restrict or object to processing in certain circumstances.
- Withdraw consent at any time (e.g., for photographs or marketing).

Requests should be made to the Club Secretary or Data Protection Officer (if appointed).

## 9. Breach of Data

In the event of a personal data breach:

- The club will take immediate steps to contain and assess the breach.
- Where necessary, affected individuals will be informed.
- Serious breaches will be reported to the Information Commissioner's Office (ICO) in line with statutory requirements.



# North Somerset Paddlesports Club

## 10. Responsibilities

- The Club Committee is responsible for ensuring compliance with this policy.
- The Club Secretary will act as the main point of contact for data protection matters.
- All volunteers and coaches must handle personal data responsibly and in line with this policy.

## 11. Review

- Reviewed: August 2025
- Next Review: April 2026