



Privacy Notice for Northampton Canoe and Kayak Club (NCKC)

Effective Date: October 2023

At Northampton Canoe and Kayak Club (NCKC), we are committed to protecting your privacy and ensuring your personal information is handled with care.

This Privacy Notice explains how we collect, use, and protect your personal data when you interact with us. Please take a moment to review this notice and familiarize yourself with our practices.

1. Who are we?

We are Northampton Canoe and Kayak Club (NCKC). We can be contacted at:

Northampton Canoe and Kayak Club (NCKC)
Nene White Water Centre
Bedford Road
Northampton
NN4 7AA

Email: info@nckc.org.uk

We will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. Further details on the GDPR can be found on the website of the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Information we collect

To provide a clear overview of the processing activities conducted by NCKC, we have categorised our processing activities into the following groups.

- Memberships
- Courses
- Instructors

Memberships		
Type of Information	Purposes	Legal Basis
Members' details; <ul style="list-style-type: none">• Full name• DOB (U18 only)• Address• Email address• Telephone number	Managing the membership for the member.	Contractual necessity & Legitimate Interests in operating a club.

Family Members' details; <ul style="list-style-type: none"> • Full name • DOB (U18 only) • Email address • Telephone number 	Managing the membership for family members.	Contractual necessity & Legitimate Interests in operating a club.
Emergency Contact details; <ul style="list-style-type: none"> • Name • Telephone number 	Contacting next of kin in the event of an emergency.	Vital Interests.
Canoe England Membership number	Managing the membership for the member.	Contractual necessity & Legitimate Interests in operating a club.
Contact information; <ul style="list-style-type: none"> • Breakout Magazine by post • Breakout Magazine by email • Mailing list • Facebook group • Non-emergency messages 	Marketing.	Consent.

Courses

<i>Type of Information</i>	<i>Purposes</i>	<i>Legal Basis</i>
Members' details; <ul style="list-style-type: none"> • Full name • Address • Email address • Telephone number • Membership number 	Managing the course for the member.	Contractual necessity & Legitimate Interests in operating a club.
Additional Member details; <ul style="list-style-type: none"> • Full name 	Managing the course for the additional member.	Contractual necessity & Legitimate Interests in operating a club.
Emergency Contact details; <ul style="list-style-type: none"> • Name • Telephone number 	Contacting next of kin in the event of an emergency.	Vital Interests in meeting our duty of care to members.

Instructors

<i>Type of Information</i>	<i>Purposes</i>	<i>Legal Basis</i>
Instructor details; <ul style="list-style-type: none"> • Full name • DBS check • Valid qualifications 	Managing the membership for the member and to provide appropriate due diligence of persons in trusted positions.	Contractual necessity. Legitimate Interests in operating a club.
Other; <ul style="list-style-type: none"> • Dates training provided. 	Statistical purposes.	Contractual necessity.

3. How we store and protect your information

- We will follow strict procedures when storing or handling the information that you have given us. Personal information is encrypted at rest.
- We maintain secure systems to protect your personal information.
- We respect your wishes about how we contact you, whether by post, telephone, or email.
- We will update your information or preferences promptly when you ask us to.
- We will not hold personal information longer than is necessary for our legitimate business purposes.
- We will respond to requests from you to see the information that we hold on you.

Data Transfers

We will not transfer your personal data outside the European Economic Area without your explicit consent.

Third Parties

We will never sell your personal data to third parties. We may share your personal data with third parties who are service providers, agents, and subcontractors, as necessary to complete tasks and provide services on our behalf (e.g., printing newsletters, course providers). However, we only disclose the personal data that is essential for the third party to deliver the service. We have contracts in place that require them to keep your information secure and not use it for their own purposes.

Online Payments

We do not store or have access to payment card information. Payments made on the club website are processed securely using a third-party provider, PayPal. Please refer to PayPal's website for further information; <https://paypal.com>

Data Breach Notification: If there's ever a breach of your personal data that may pose a serious risk to you, we'll promptly notify you.

4. How long do we store information?

We will retain your personal data for the duration of your membership with the Club and for a period thereafter, as required by our legal obligations. We conduct an annual review to determine whether we still have the right to process your data. If we no longer have that right, we will cease processing your personal data, with the exception of maintaining archived data for the purpose of meeting future legal obligations. These obligations may include tax requirements, exemptions, and the potential need to establish, exercise, or defend legal claims.

5. Your rights

Under data protection law, you have rights we need to make you aware of;

1. **The Right to Be Informed:** You have the right to know how your data is collected and used. This is typically provided in a Privacy Notice like this one.
2. **The Right of Access:** You can request a copy of the personal data we hold about you, and we must provide it within a reasonable time.

3. **The Right to Rectification:** If your data is inaccurate or incomplete, you can request corrections or updates.
4. **The Right to Erasure (Right to Be Forgotten):** You can request the deletion of your data under certain circumstances.
5. **The Right to Restrict Processing:** You can ask us to limit the way we use your data, for example, while a dispute is being resolved.
6. **The Right to Data Portability:** You can request your data in a machine-readable format to transfer it to another organization.
7. **The Right to Object:** You have the right to object to the processing of your data for specific reasons, like direct marketing.
8. **Rights Related to Automated Decision-Making:** You can object to automated decision-making, including profiling if it significantly affects you.
9. **The Right to Withdraw Consent:** If we rely on your consent for processing your data, you have the right to withdraw that consent at any time.

If you wish to exercise any of these rights or have questions about your data, please contact us at: info@nckc.org.uk.

Your privacy and data protection are important to us.

6. Website cookies

Cookie	Description	Duration	Type
cookieLawinfo-checkbox-necessary	Set by the GDPR Cookie Consent plugin, this cookie records the user consent for the cookies in the "Necessary" category.	1 hour	Necessary
cookieLawinfo-checkbox-non-necessary	GDPR Cookie Consent plugin sets this cookie to record the user consent for the cookies in the "Necessary" category.	1 hour	Necessary
NID	Google sets the cookie for advertising purposes; to limit the number of times the user sees an ad, to unwanted mute ads, and to measure the effectiveness of ads.	6 months	Advertisement
viewed_cookie_policy	The GDPR Cookie Consent plugin sets the cookie to store whether or not the user has consented to use cookies. It does not store any personal data.	1 year	Necessary
__utma	Google Analytics sets this cookie to distinguish users and sessions. The cookie is created when the JavaScript library executes and there are no existing __utma cookies. The cookie is updated every time data is sent to Google Analytics.	1 year 1 month 4 days	Performance
__utmc	Google Analytics sets this cookie to enable interoperability with urchin.js, an older version of Google Analytics and is used in conjunction with the __utmb cookie to determine new sessions/visits. It is deleted when the user closes the browser.	session	Performance
__utmz	Google Analytics sets this cookie to store the traffic source or campaign by which the visitor reached the site.	6 months	Performance
__utmt	Google Analytics sets this cookie to inhibit the request rate.	10 minutes	Performance

__utmb	Google Analytics sets this cookie to determine new sessions/visits. __utmb cookie is created when the JavaScript library executes and there are no existing __utma cookies. It is updated every time data is sent to Google Analytics.	30 minutes	Performance
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7. Contact us

If you have any questions, concerns, or requests related to your personal data or this Privacy Notice, please contact us at:

Northampton Canoe and Kayak Club (NCKC)
 Nene White Water Centre
 Bedford Road
 Northampton
 NN4 7AA

Email: info@nckc.org.uk

Information Commissioner's Office (ICO)

The ICO is the UK's independent authority set up to uphold information rights. You have the right to contact them should you wish. Details can be found on their website: <https://ico.org.uk/>

8. Changes to this privacy notice

NCKC reserves the right to update this Privacy Notice to reflect changes in our data processing practices. Any updates will be posted on our website, and the effective date will be revised accordingly.