



CLUB POLICY // POILEASaidH A' CHLUB DATA PROTECTION // TÈARAINTEACHD DÀTA

OVERVIEW

Data protection is something that Inverness Canoe Club takes very seriously. We work hard to make sure that personal information relating to our members is stored securely, is accessible only by those who have a legitimate need to view it and is used for appropriate purposes only.

We have prepared the following policy to explain how we will handle and use information relating to our club members.

DATA PROTECTION POLICY

Personal information which you supply to Inverness Canoe Club (the Club) will be stored in a database(s) (electronic or otherwise) and held in accordance with the Data Protection Act 1998 (as amended). It may be used in a number of ways, both by us and by the Scottish Canoe Association (the SCA), the sport's governing body, to which we are affiliated, including:-

- To administer and manage your membership and related benefits. Your information will be held by the Club and by the SCA in one or more databases for this purpose, which may be hosted by, or on behalf of, the Club and/or the SCA. Information may be accessed by club office bearers and club committee members for the purposes of club/membership management;
- To review, develop and improve the services and activities offered by us and the SCA.
- To provide you with details of forthcoming activities, events, and competitions (as well as those of selected third parties, including our partner organisations).
- To research, develop and manage new and existing programmes and projects and to promote our sport.
- To monitor the SCA's progress towards demonstrating equal opportunities in canoeing in Scotland through the Equity Standard for Sport.
- For statistical analysis (including the sharing of aggregated, non-identifiable data with partners such as the British Canoe Union, sportscotland, the Scottish Government and Sports Coach UK to support sports and policy development).
- We may pass your personal information (which may include information about your health) to the insurer in the event of our club making an insurance claim. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

Medical/Disability Information

Any medical or disability-related information supplied by you will be held in the strictest of confidence for appropriate use by relevant committee members and/or club activity and/or event organisers only. It will not be passed onto any third parties without your written authorisation (unless disclosure is required by law).

Medical and/or disability-related information which does not identify you as an individual may be used in relation to one or more of the examples listed above.

Membership Directory

If you opt to join the Inverness Canoe Club membership directory, your name, contact phone number(s) and email address will be included within a membership list made available to club members only.

You can request the removal of your details from this directory at any time by visiting <http://directory.invernesscc.org.uk> or contacting membership@invernesscc.org.uk

Electronic Marketing

If you opt to join the Inverness Canoe Club members' mailing list, the Club may send you information about our activities, events and competitions, as well as those of selected third-parties (including the SCA and our partner organisations) by e-mail.

If you opt to receive emails from the SCA, they may send you information about SCA activities, events and competitions, as well as those of selected third-parties (including SCA partner organisations) by e-mail.

Deletion of Your Information

Any information held by the Club which may identify you as an individual will be destroyed within 30 days of the expiration of your membership. The SCA will be informed on an annual basis of any changes to our membership database so that any records they hold can be updated accordingly.

Further Information

For further information on how your information is used by the Club, how we maintain the secrecy of your information and your rights to access information we hold relating to you, please contact: membership@invernesscc.org.uk

For further information on how information held by the SCA is used, how they maintain the secrecy of your information and your rights to access information that they hold relating to you, please contact: general.office@canoecotland.org