



Privacy Notice

Penzance Canoe Club (PZCC) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, PZCC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of Paddle UK affiliated Clubs with which you are registered and gender. We also ask for relevant health information, Paddlesport qualifications or other data relevant to your club activities.

Why we need your personal data

The reason we need your data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

Club activities, trips, and training.

- sharing personal data with club coaches or officials to administer trips and training sessions

Affiliation and reporting purposes

- sharing data with Paddle UK under our affiliation responsibilities
- analysing data to monitor club skills and training levels

Membership and club management

- processing of membership forms and payments
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events
- club newsletter promoting club activity.



Health and Safety

- Health data which we hold is only processed for the purpose of passing information to coaches and trip leaders and if necessary, emergency services for general health and safety and to allow the safe running of paddle sessions
- Emergency contact details are kept for use in case of accidents or emergencies

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored and then destroyed within 3-months of the event. Our lawful basis for processing data is consent. Therefore, we will also seek explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages: Facebook. All members are free to join these pages. If you join one of the Social Media pages, please note that providers of social media platform(s) have their own privacy policies and that the club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of the Club, you will also be registered as an Affiliate Member of Paddle UK if you do not hold a current personal or family membership. Paddle UK will contact you to invite you to sign into and update your portal access. You can set and amend your privacy settings from the portal. If you have any questions about the continuing privacy of your personal data when it is shared with Paddle UK, please contact their Data Protection Officer (DPO). You can write to them at: **Paddle UK, National Water Sports Centre, Holme Pierrepont, Nottingham, NG12 2LU.**

The Club is evaluating the use of an online tool called "Spond". We may supply your email address to Spond for the purpose of inviting you to register and download the Spond App. Information you provide to Spond is subject to its privacy policy and is available online on its website (<https://www.spond.com>).

We may also share personal information with medical professionals to deal with a health emergency or to statutory bodies if required to comply with legal obligations.

The Club does not supply any personal data it holds for this purpose to any other third parties.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Membership data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after one year's inactivity on that member's account. Your data is not processed for any further purposes other than those detailed in this policy.



Your rights regarding your personal data

As a data subject you have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office, about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.