

Data Protection and Privacy Statement

Falcon Rowing and Canoeing Club Ltd takes your privacy seriously.

We collect certain basic information about you in accordance with legislation, we keep that information securely and let you know what we intend to do with that information.

The data protection statement should answer your questions about the information we collect and how we use it, and how you can find out more.

In this policy statement, the user of the website or forms is referred to as "you" and "your".

How your information will be used:

Online forms: We collect information you give us when you join the Falcon Rowing and Canoeing Club.

Falcon Rowing and Canoeing Club Ltd uses your information to provide you with the ability to join the club using online forms via google forms. We only request the information we need to provide a service to you.

When you become a member, or renew your membership with Falcon, you agree to the use of your personal data for administering your membership and for us contacting you with club notices relevant to your membership. We will only retain your data for as long as we need to administer your membership.

You may ask us to remove you from our email lists at any time by writing or email to our Club Secretary. Falcon Rowing and Canoeing Club Ltd will also offer you the option of correcting your details and of being removed from future email alerts when we send you an email alert.

When we share your information:

Falcon Rowing and Canoeing Club Ltd may disclose your information to third parties in certain circumstances but we will not sell, rent or trade your personal information.

We may share your information with our bank and with our professional advisors who have a reasonable need to see it.

Where relevant, we may give third party providers who supply services to us, or who process information on our behalf, incidental access to your information. Where doing so, we will always take steps to confirm that their security measures are adequate to protect your information.

We may disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings or if otherwise required to do so by law.

How we keep it secure:

Only authorised personnel and contractors have access to your information. Falcon Rowing and Canoeing Club Ltd keeps your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

Sharing with British Canoeing (Canoeing Membership)

We may share your details with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities. If this is the case British Canoeing will provide you with access to an online portal to administer your details.

British Canoeing will contact you to invite you to sign into and update your Go Membership portal. Among other things, the portal allows you to set and amend your privacy settings, and also sign up to the member newsletter if desired. You can also delete your account.

If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact membership@britishcanoeing.org.uk.

Event Entry

We will also enter events on your or your child's behalf. We will only use personal data relevant for administering the event entry with the event organiser.

Photographs

Should the club use any photographs of members on our website we will obtain your permission before using them.

For more information on how we process your information please read our full privacy notice on our website.

<http://www.falconrcc.co.uk/>

Where can I find out more?

If you have any questions about our privacy statement or the information we hold about you please contact by writing or email to our Club Secretary.

Further information about data protection issues including the online Register of Data Controllers can be found at the Information Commissioner's website.

On Behalf of Falcon Rowing and Canoeing Club Ltd

W P Munsey

Club Secretary

April 2018