**Falcon Rowing and Canoe Club Ltd rules on complying with the General Data Protection Regulation**

Under the new regulation when we gather personal data for use on behalf of the club we have to make sure we have covered all of the regulations.

When we capture data we have at the point of capture tell people how we use, share and keep it secure. We also have to tell them how to request what information we have on them and how it can be deleted.

So you are going to start collecting personal data for club membership or events.

**Data Storage and Security**

Use a dedicated google account i.e. frcckayakevents@gmail.com. Use frccclubmembership@gmail.com as a recovery email.

Enable two step verification.

Two step verification uses a text to confirm you are who you say you are. Enable single use verification codes.

Once you have verified your device you don’t have to verify it again with the two step verification. So if you have more than one person wanting to sign into the account you can send them a code to verify their device.

Go through the privacy settings to turn off all data sharing.

We are allowed to email members and anyone who has an interest in our activities. If you send an email to a regular team or group use google groups or teamer. Otherwise make sure you use BCC to hide everyone’s email. Beware that Google will restrict your emails if they think you are spamming. Google Groups allows you to invite people and they can delete themselves so complying with GDPR. It also allows you to give other people the option of emailing the group without signing into a google account.

The club needs to know who is collecting information and have an agreement with you to process data so you need to have filled in the Falcon Rowing and Canoe Club Ltd GDPR register at <https://goo.gl/forms/UgQN7TdMEfYmR3YJ2>

By filling in this form you are agreeing to comply by this guidance.

If you have already replied to the Club GDPR survey you do not need to fill it in again unless asked.

**Data Capture**

**Membership Application**

A google form is used and Appendix B is included in the form.

**Event Applications and Data collection**

Use google forms from your google account.

Include template in Appendix C to amend to suit your needs. Items in red either need amending or created as tick boxes. The template should be included somewhere in your document preferably at the beginning.

A child can give consent for data use from the age of 13. So if you are organising an event for children 12 or under you will need to seek parental permission to use the data. This could be done by asking for parent name and email address if 12 years old and under to be filled in instead of the competitor and then having field for Name if 12 and Under.

I have tried to make this as simple as possible if you have any questions please contact me.

Regards

Paul Munsey

frccclubsecretary@gmail.com

**Appendix A**

**Falcon Rowing Canoeing Club Data Protection and Privacy Statement**

Falcon Rowing and Canoeing Club ltd takes your privacy seriously.

We collects 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

**Appendix B**

**Membership Google Form Collection Notice**

Privacy Policy

Falcon Rowing and Canoeing Club ltd takes your privacy seriously. We will only use your data to administer your account.

How your information will be used.

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.

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.

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.

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/members/forms>

**Appendix C**

**General Events Registration template**

The following template is for use with data capture forms for events. If you do not seek to promote future events you can remove the communications section.

You may also remove any media you do not contact people through in the “How would you like to be contacted?” section.

If you are taking images of the event you need to outline how they will be used and ask people to opt-in. If it is for a child you will need parental agreement as part of the data capture form.

Clubs should also seek to use this form for entrants if a team leader or club representative enters members to events en mass.

Template starts…

Falcon Rowing and Canoeing Club ltd takes your privacy seriously. We will use your personal data to administer your event entry. Some of this data may also appear on websites or in publications. The details of this are outlined below.

How your information will be used

We will use your personal data for administering your event entry. This includes, but is not limited to, sending you start lists, receipts, running orders, and directions. Event relevant information may also be published on a website or other media.

By entering [insert name of event] you agree that we may also publish your personal information as part of the results and rankings of the event, and may pass such information to British Canoeing, the relevant discipline committee, or event organiser.

This could be for the purpose of insurance, licences or for publishing results or rankings. This may be for the event you are entering or be combined with, or compared to, other events.

Results and rankings data includes, among other details name, any club affiliation, points, age category, and bib number.

The details of your entry may also be passed to a [team leader, club representative etc] who may enter the event on your behalf using the information provided.

If you have any questions about the continuing privacy of your personal data please contact [enter relevant committee or organiser contact]

How would you like to be contacted?

• Phone (checkbox)

• Email (checkbox)

• Text (checkbox)

Photographs

During the event we will be taking photos and video. These will be used on [our website, social media, British Canoeing website etc]. They will also be used to promote future events. If you are happy for images of you to be published in this way please check the box below.

• Yes, publish images containing me (checkbox)

If you are signing on behalf of a child please confirm your choice below

• Yes, publish images containing my child (checkbox)

Future Events Communications

We may want to send you communications not associated with the event you entered to make you aware of future events. If you wish to receive occasional communications about future events from [insert name] click the box below. You may unsubscribe at any time.

• Yes I want to receive communications (checkbox)

I would like to receive these communications by

• Phone (checkbox)

• Email (checkbox)

• Text (checkbox)

For more information on how we process your information please read our full privacy notice here <http://www.falconrcc.co.uk/members/forms>.