



## **Data Protection Policy**

*For the purposes of this document, the term 'Club' is deemed to be Gloucester Canoe Club.*

The Club is committed to protecting and respecting your privacy and is committed to compliance with the General Data Protection Regulations (GDPR)

It is necessary for the Club to collect and process personal data relating to members and junior member's parent's/guardians in the normal course of administering and running the Club

The Club will only use member's personal data in a way that is fair and based on the members consent. The Club will only collect personal data where it is necessary for the Club to do so and where it is relevant to the Clubs dealings with the member. The Club will only keep members personal data for as long as it is relevant to the purpose for which it was collected or for as long as we are required to keep it by law.

Your name and (email) address, or telephone numbers will be used to inform you regarding upcoming events, event results, courses, membership details and changes to the Clubs Rule, Procedures and Policies.

Access to notified medical conditions will be made available to event officers if a medical event happens. The Clubs financial records are audited annually by a third party who may require auditor access to the membership record and membership fees. A third party auditor may include 'HM Revenue'.

The Club will maintain a Data Protection Procedure which shall be reviewed annually and made available to the Members.

Club members should refer to the Club website at [www.gloucestercanoecub.co.uk](http://www.gloucestercanoecub.co.uk) for details of the Clubs Procedures, Code of Conduct and the Club Constitution.

The Club hereby declares that this policy is adopted by the members and the committee of the Club and will implement this policy into the Club environment.

Ian Kershaw; Club Chairman 16<sup>th</sup> May 2018