



10 March 2025

Data protection – policy, principles and practice

The Deben Canoe Club's data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. We are committed to:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all club officers are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the club

Data protection principles

- personal data shall be processed fairly and lawfully
- personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- personal data shall be accurate and, where necessary, kept up to date
- personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998

- appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
- personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

DCC data handling

The data captured each year on the club membership form represents most of the personal data that the club captures about its members. By completing their membership form, members are confirming their explicit agreement to the following practices and processes:

- 1 The data input on the membership form will be stored within the SPOND mobile application that the club uses for managing club activities, and may be exported to a spreadsheet which is saved in the Google Cloud. (This may be in the UK, the USA or elsewhere in the world).
- 2 If you wish to check your data or have it removed at any time, please contact the canoe club via our email address and we will remove it.
- 3 The data is held for the membership year that it is current for, and the following year as well, unless you have specifically asked us to delete it. (This is because not all activities happen on a membership year boundary so we need to keep records for some time after the end of the membership year).
- 4 Any data entered will be used for Deben Canoe Club purposes only, except the section capturing data for Paddle UK, which will be passed to Paddle UK. We use our membership records to:
 - keep in contact with members
 - understand how our members wish to develop their paddling skills, so we can try and run appropriate courses
 - contact members in case of an emergency or if we have to cancel events at short notice
- 5 We do not pass your membership details to other organisations, other than Paddle UK as for the purposes of affiliation and insurance. Electronic data is stored in three main systems.
 - SPOND Clubs is used to hold the membership records and is where we advertise and book courses and other club activities. This data is accessible by club coaches and members of the committee so that we can organise and ensure the safety of club activities
 - Google Lists hold the email addresses of all club members. The membership list is used for communications to club members. Club members can send emails to the club through the list and if you have registered with the club using an email address associated with a Google account (such as a Gmail address), you can also login to the Google List and manage your communications preferences

- WhatsApp groups are used as a more informal communication path with club members and coaches / leaders. Members have the option to give a mobile number to be added to the club's WhatsApp group.

6 Records of safeguarding and disciplinary incidents are kept on paper only, typically for a period of ten years. These will typically include the name of anyone directly involved, but no further personal information which is not directly relevant to the incident.

Further relevant information for club members

If you are uncomfortable answering any questions on the form, then please leave them blank. For instance, if you have a medical condition that is in any way sensitive, please just indicate that you have a medical condition and that you will discuss it with your coach before taking part in a session on the water. (It's always good to make sure the coach is aware anyway, even if you have put the condition on the form).

When booking a session on the water the booking will reference the personal data captured in the membership form so there should be little need for additional information to be captured.

Membership details are captured annually, and held for one year after the membership year in which they are captured.

If at any time you wish your membership details to be updated, or your personal records removed, please contact the club membership team on the relevant club email address: membership@debencanoclub.org.uk.