

University Canoe Club Sign Up System

Data Protection Policy and Privacy Notice

Background

The current Data Protection Act (DPA) 2008 and the General Data Protection Regulation (GDPR), coming into force in May 2018, are designed to cover the collection, storing, processing and distribution of personal data and your rights in relation to this data.

Policy Statement

Any personal data we collect, store, process and distribute is treated in accordance with the DPA 1998 and the GDPR. The Sign Up System will only use your data for the purpose(s) stated at the time of its collection.

The legal basis for holding a member's data is for the legitimate interest of running the club - in order to operate successfully we will need to process the personal details you have given at the time of signing up for a session.

What data do we collect?

The personal data that the Sign Up System collects and holds, the purpose and basis on which it does so is explained in the table below.

Type of information	Purposes	Legal basis of processing
Member's names, usernames	To allow communication with the member	Legitimate interest. Meeting the club's commitment to the member. Allowing communication between committee members and the participants.
Member's names, usernames	To allow improvements within the club	Legitimate interest. The system may be used to analyse if the sessions being offered provides the best range of sessions for the club.

How we use your data

For the purposes of the DPA 1998 and the GDPR, Ben Broadbent is the 'data controller' of data about members of the club using this Sign Up System. Any data stored in this system will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests of the Club in order to:

- Manage session sign ups
- Analyse the sign ups

How long do we keep your data?

Sign up information will be stored for the entire academic year. At the end of the academic year, the data will be erased.

Who has access to your data

Data about members of the club members signing up through this Sign Up System is held securely and is treated confidentially. Your name will be shown publicly, but all other data is only accessible to committee members.

The data will not be disclosed to any third parties or external organisations and will not be transferred overseas.

Subject rights under the DPA/GDPR

Anyone who signs up through this Sign Up System, as data subjects, have certain rights under the DPA and GDPR, including a right to be given access to data held about them. Should you wish to opt out of photo consent or to be removed from our database or otherwise access your data, please contact the Sign Up System team at unicanoesignups@gmail.com.

If you have any concerns about the Sign Up System's handling of your personal data, please contact the club directly via unicanoesignups@gmail.com.

You can also find details of your rights and how to make a complaint about the processing of your data under the DPA and GDPR at: www.ico.gov.uk.