

Sample Privacy/Processing Notice for Data Capture

A club should ensure that whenever they are capturing personal data from individuals, such individuals are made aware how the club will use and store this personal data. This should be set out in a Data Privacy notice (or Data Processing notice.) A club's Data Privacy notice should be provided to individuals when their data is collected or as soon as possible after this time.

It is often convenient to use the same medium you use to collect the personal information to summarise the main elements of your Data Privacy notice. For example, you could do this on a membership form, event entry, or newsletter sign up.

Below is an example of a Privacy notice that has been developed to use as a starting point when capturing personal data during the new members sign up process or where existing members are renewing their membership. The below notice **takes into account the club sharing an individual's data with British Canoeing through our ClubTogether Go Membership online portal for clubs to upload Associate Club Members.**

How to use this?

Before you start using the ClubTogether Go Membership online portal, make sure you have informed all club members that you will be using the portal and sharing the data they provide with British Canoeing. This can be done by:

- 1) Inserting a Data Privacy section within your membership form using the guidance below. This will allow all new and renewing members to be aware of how their data is being handled and processed. Members should also be directed to the club's main Data Privacy notice.
- 2) For existing members we'd recommend emailing them all directly to make them aware that the club will be using the ClubTogether online portal. An example of a template email is also detailed below.

Sample Privacy/Processing section: Clubs Sign Up/Renewal Membership

The example below is not intended to be exhaustive and you should adjust or amend as is appropriate depending on the requirements of your club and how data will be used. For full information and guidance on GDPR for clubs, please visit our GDPR toolkit section on the website:

www.britishcanoeing.org.uk/guidance-resources/gdpr-toolkit

If you do not enter events on behalf of your members or offer your own general communications such as newsletters you should remove the relevant sections in this regard. You should also remove any media you do not contact people through in the “How would you like to be contacted?” section.

Privacy/Processing section – Template wording

We [Insert name of club] are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club.

How your information will be used

When you become a member, or renew your membership with [insert name of club], 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

We may share your personal data with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities and to allow them to properly administer the sports on a local, regional and national level. 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. The portal will allow you to set and amend your privacy settings, and also to sign up to the member newsletter if desired. You can also request your account is deleted at any time.

Further information on British Canoeing’s approach to privacy and data protection, including their own privacy notices, policies and contact details, can

be located in their Privacy Centre
(<https://www.britishcanoeing.org.uk/about/privacy-centre>).

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

How would you like us to contact you?

- Phone (checkbox)
- Email (checkbox)
- Text (checkbox)

Photographs

The club occasionally takes photos of, or videos, its members. These may be used on [our website, social media, local press, British Canoeing website etc].

They are also used to generally promote the club or celebrate achievement. If you are happy for images of you to be published in the manner detailed above 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)

Communications

Occasionally we may want to send you communications not associated with your membership administration. If you wish to receive communications from [insert name of club] click the box below. You may unsubscribe from receiving these communications at any time by contacting [insert contact email]

- Yes, I want to receive communications (checkbox)

For more information on how we process your information please read our full Data Privacy notice here [add link to privacy notice].

...Template Finishes

Sample Email for existing club members

A club should ensure that members are updated when there are any changes to the way their personal data will be processed. In this regard, please ensure you contact existing club members to inform them you will be using the ClubTogether online portal and that their personal data is going to be shared with British Canoeing. In the future, this will be covered by a new member or renewal form. However, by sending this email, you will ensure you have done everything in your ability in the interim period to keep your members up to date with how their data is being processed and used.

Dear (member)

We have recently taken the decision as a club to use a new online Portal ClubTogether. The portal is part of the GoMembership database used by British Canoeing to administer membership services. The portal will allow us to streamline our affiliation processes with British Canoeing and in the long-term make it easier to manage club membership. Our affiliation to British Canoeing is important as it covers insurance and support to our club activities.

It will also allow you the option to receive communication directly from British Canoeing if you are not already a member. This will keep you up to date with the latest news, expert advice and the latest events, courses, trails and challenges. You will have the ability to Opt out of this at any time and manage your own communications preferences directly within the system.

We are adding a Privacy/Processing section to our membership and renewal forms which will confirm the following:

Sharing with British Canoeing

We may share your personal data with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities and to allow them to properly administer the sports on a local, regional and national level. 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. The portal will allow you to set and amend your privacy

settings, and also to sign up to the member newsletter if desired. You can also request your account is deleted at any time.

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Being part of this process as a club will support our management and also give you as members more direct benefits from our affiliation to British Canoeing. If you are not happy for your data to be shared, please get in touch by X date.

Many Thanks

(Club Secretary)