



Privacy Notice – Dorset Disabled Canoe Unit.

What is a privacy notice?

A 'privacy notice' is a statement which explains how personal and confidential information about individuals is collected, used and shared. This may also be called a privacy statement, fair processing statement or privacy policy. This privacy notice is issued by Dorset Disabled Canoe unit (DDCU) in relation to the information we collect about our members, and other relevant individuals, as part of our activities.

Who are we, and what do we do?

DDCU is a local members' club based in Dorset, which is affiliated to British Canoeing. DDCU is registered as a Charitable Incorporated Organisation (Registration No.1187830), which means that we are a not-for-profit organisation which is run by volunteers. DDCU is an inclusive club offering opportunities to paddle for individuals with disabilities.

Why have we issued this privacy notice?

By issuing this privacy notice, we are demonstrating our commitment to openness and accountability. We recognise the importance of protecting personal and confidential information in all that we do and take care to meet our legal and regulatory obligations, including those under the Data Protection Act 1998/2018, the General Data Protection Regulation (GDPR), and the Human Rights Act 1998.

How do we collect your information?

The primary way we collect information about our members is through a written membership form completed by our members, sometimes with support from parents/carers.

Any individual can register as a member of DDCU by applying for membership to the Membership secretary. Information for any member under the age of 18 is countersigned by someone with parental responsibility, and therefore information concerning a child/young person is provided with appropriate parental consent.



For certain members, it may be necessary for us to collect additional information – for example, details concerning checks and clearance from the Disclosure and Barring Service (“DBS”) about our coaches and trainers. This information may be collected directly from individuals, as well as third parties such as the DBS and British Canoeing.

What information do we collect and why?

We will only process your personal data where we have your consent or where it is legally justified under UK law. This may include circumstances where the processing is necessary as part of the legitimate interests of DDCU, or for compliance with any legal obligations which apply to us.

At the time of application for membership and subscription renewal (for existing members), we will explain why we are collecting your information and how it will be used. We will also indicate what information is a mandatory requirement, and why.

As standard, we will collect the following information about all our members:

- full name(s)
- email address
- house name/number
- postcode
- year of birth
- gender (from list)
- also contact details
- any medical conditions
- support needs which are relevant for the individuals’ safety and enjoyment of the session.

We do not collect or store any financial/payment information about our members.

As part of our statutory duties, we may be required to ensure that any leaders, coaches and volunteers have the appropriate DBS clearance level. As part of this process, which is facilitated via British Canoeing, GBG Online Disclosures will collect additional information about these members to enable the DBS application – please refer to their privacy notice for details: www.onlinedisclosures.co.uk/legal/privacy-policy/. DDCU will only retain limited DBS details in order to ensure that renewals are monitored and completed. This information is restricted to:





- full name(s)
- email address
- date of check
- E No.
- date of next renewal.

The taking of photographs

As part of DDCU activities, events and training, we may take photographs which could include club members and/or general members of the public. Official photographs taken on behalf of DDCU are taken by volunteer members. Photographs taken by other club members or general members of the public for personal/domestic purposes do not fall within the responsibility of DDCU and are therefore not included within the scope of this privacy notice.

Official photographs taken on behalf of DDCU are used for promotional purposes to raise awareness of the club, its activities and paddle sport in general, and also to encourage new and continued membership. To enable this, official photographs taken on behalf of DDCU and also photographs taken by DDCU members (for personal/domestic purposes) may also be uploaded to the following internet sites, which are publicly available for anyone to view without an account/login:

- DDCU website - www.ddcu.co.uk
- Social media e.g DDCU Facebook page -

We will endeavour to make individuals aware if/when official photographs are being taken of DDCU activities, events and training, and how the photographs might be used (i.e., uploaded online, used in newsletters, etc). Although these photographs are taken for genuine and reasonable purposes as part of the legitimate interests of DDCU (i.e., to promote the activities of the club and encourage new and continued membership), individuals will be made aware of their right to decline being part of the photograph/having their photograph taken, and also of their right to have a photograph deleted at any time in the future. Parental permission will be obtained for photographs of children under 18 years.

How do we keep your information safe and maintain confidentiality?

Under data protection legislation, strict principles govern our use of information and our duty to ensure it is kept safe and secure. Your information will be primarily held as hard copy forms, with access restricted to only those





individuals with a legitimate professional reason. This access will be controlled through the use of technology and other appropriate environmental safeguards.

All of our volunteers are required to protect information, inform you of how your information will be used, and allow you to decide if and how your information can be shared. We endeavour to explain our responsibilities and your rights as part of the registration and subscription-renewal processes.

In certain circumstances, we may be bound by the Common Law Duty of Confidentiality, which means that any information you provide to us in confidence will only be used in connection with the purpose(s) for which it was provided, unless we have specific consent from you or there are other special circumstances covered by law. For example, we may have a legal or statutory obligation to share information about a safeguarding concern without seeking prior consent from you.

How do we use your information, and who is it shared with?

The primary purpose of collecting your information is to enable us to keep in contact with you regarding your membership and to enable members to participate safely and enjoy the activities of DDCU. Only a small number of DDCU volunteers with a legitimate requirement (those involved in membership administration) will have access to your personal membership data, and only under strict controls and rules. We may also use limited identifiable information to support with the management and planning of DDCU, including accounting, auditing, training and development, as part of the legitimate interests of the Club.

Access to DBS information is limited to the DDCU Welfare Officer and Deputy Welfare Officer(s), although details regarding safeguarding cases may be shared with British Canoeing, as the regulating body. It may also be necessary to share relevant information with other authorities, such as the Police, local Social Services and/or Childline.

We are required to share anonymised statistics about our members to British Canoeing on an annual basis. This is limited to anonymised age range and gender information about our membership.

Unless there is a valid reason permitted by law, or there are exceptional circumstances (such as a likely risk to the safety of you or others), we will not disclose any information to any other third parties which can be used to identify you without your consent. We will never sell your information for any purpose and will not provide third parties with your information for the purpose of marketing or sales.



How long do we keep your information for?

To remain as an active member of DDCU, you are expected to renew your membership on an annual basis, which will include reviewing/updating your personal information and subscription information on a membership form. Every December, the details of members without a valid subscription will be deleted unless required for legal reasons.

DBS information is retained for three years and one month by GBG Online Disclosures. After this time, all records will be automatically deleted by GBG Online Disclosures in line with their policy:

<https://www.onlinedisclosures.co.uk/legal/privacy-policy/>. Incomplete or withdrawn applications will be automatically deleted by GBG Online Disclosures six months after the commencement date. DDCU do not retain DBS certificates. The limited DBS information retained by DDCU is only held for coaches and applicable helpers for the duration of the certification (three years) or their role with DDCU (whichever is shorter) and securely deleted upon expiry.

If for any reason you no longer wish for DDCU to have access to your personal membership data, please contact us using the details provided below.

Official photographs taken on behalf of DDCU are used as a historical record of club activities and therefore have an indefinite period of promotional value and will be retained for the duration of the club being active. If for any reason you no longer wish for your photograph to be used by DDCU, please contact us using the details provided overleaf.

How can you get access to the information that we hold about you?

Under data protection legislation, you have the right to request access to the information that we hold about you. If you would like to request access to any information that we hold about you, please contact us using the details provided overleaf.

How can you contact us with queries or concerns about your information or this privacy notice?

If you have any queries or concerns regarding the information that we hold about you or you have a question regarding this privacy notice, please contact the Chairperson.

How can you make a complaint?



You have the right to make a complaint if you feel unhappy about how we hold, use or share your information. Depending on the nature of your complaint, we would recommend that you contact us directly in the first instance (using the contact details provided above) to discuss your concerns.

If you remain dissatisfied following the outcome of your complaint, you may then wish to contact the Information Commissioner's Office via post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, online via <https://ico.org.uk/concerns/>, or on the phone by calling 0303 123 1113. Please note that the Information Commissioner will not normally consider an appeal until you have exhausted your rights of complaint to us directly. Please see the website above for further advice.