

Kirkwall Kayak Club Privacy Notice

The Club will be a “controller” of the personal information that you provide to us online, over the phone and through paper forms. The Club and the Scottish Canoe Association (SCA) uses the SCA’s online system called Go Membership provided by Azolve Ltd in order to process membership applications, event entries and maintain records of qualifications and training courses. Members can access their personal information stored in the Go Membership SCA Portal via the SCA website www.canoescotland.org

Members	Participants	Volunteers
<p>When you register as a member of the club or renew your club membership (including if you are registering or renewing on behalf of a child under the age of 16), we will ask you for the following personal information:</p> <ul style="list-style-type: none"> • contact details – name, address, phone number, email address (for children under 16 we will also require the email address of a parent or legal guardian); • date of birth • training or qualifications you hold relevant to paddlesport • equality information – disability (if any), gender identity • emergency contact details (name and phone number) • medical condition or allergy 	<p>When you enter an event organised by the club we will ask you for the following personal information:</p> <ul style="list-style-type: none"> • contact details – name, address, phone number, email address (for children under 16 we will also require the email address of a parent or legal guardian); • date of birth • details of the course being undertaken and training/qualification to be certificated • if booking directly; payment details • gender identity • emergency contact details (name and phone number) • medical condition or allergy 	<p>When you volunteer with the club, we will ask you for the following personal information:</p> <ul style="list-style-type: none"> • contact details – name, address, phone number, email address • date of birth • training or qualifications you hold relevant to paddlesport • equality information – disability (if any), gender identity • emergency contact details • medical condition or allergy

Why we need your personal information – contractual purposes

Members	Participants	Volunteers
<p>We need to collect your personal information so that we can manage your membership. We will use your personal information to:</p> <ul style="list-style-type: none"> • set up your online membership account; • provide you with core member services via post and email, including membership renewal information, coaching and training information and opportunities; member newsletters, information about club meetings • to provide you with details of forthcoming activities, events and competitions (as well as those of selected third parties (including our partner organisations and clubs) • review, develop and improve the services and activities offered by us • research, develop and manage new and existing programmes and projects and to promote paddlesport • monitor club compliance with equal opportunities legislation and the Equality Standard For Sport and to promote / maintain equality of opportunity or treatment • Assist the SCA in its obligations under Equality legislation and its work to make paddlesport more accessible in Scotland • for statistical analysis. <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.</p>	<p>We need to collect your personal information so that we can manage events (including courses) in which you participate and any qualifications or awards that you gain through your participation. We will use participant personal information to:</p> <ul style="list-style-type: none"> • administer the event • set up your online account; • process event results and, where applicable, send you confirmation of completion and/or certification <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide the above services.</p>	<p>We need to collect your personal information so that we can manage any training or qualifications that you gain through your participation. We will use Volunteer personal information to:</p> <ul style="list-style-type: none"> • Maintain records of training and qualifications • Allocate appropriate roles to Volunteers based on their qualifications <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide the above services.</p>

Why we need your personal information – legitimate purposes

Members	Participants	Volunteers
<ul style="list-style-type: none"> • promote and encourage participation in paddlesport by sending communications to individuals and members and booking information for upcoming competitions, courses and other events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes; 	<p>When you book a place with us to attend a course or other event we need to collect your personal information so that</p>	<p>For some volunteer roles, we will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under</p>

<ul style="list-style-type: none"> ● provide events in paddlesport by accepting and managing entries and checking your personal information to ensure you are entered into the correct category; ● monitor and develop participation in paddlesport by monitoring member engagement and participation through inviting our members to participate in surveys for research and development purposes; ● invite our members as award winners or guests to our annual awards celebration, which includes asking our clubs to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email; ● develop and maintain records of member training and qualifications, including sending email communications to individuals and members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; ● respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to paddlesport. ● administer PVG processing as necessary ● assisting in developing new programmes for the strategic development of the sport and the club; and ● retaining personal data for historical and statistical purposes, such as competition results and qualifications. <p>Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us.. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.</p>	<p>we can process your booking to enable you to participate in the event etc. Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a participant.</p>	<p>the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme. If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or protected adults. Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.</p>
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Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to [members/participants/volunteers/club members] for the purposes of complying with our obligations under:

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our sportscotland regulatory requirements to report on the size, achievements and profile of our members; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, to display a list of coaches able to deliver a particular training or qualification course. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Club member personal data: We collect and store personal information about members of affiliated clubs. Where we do this, the clubs have a responsibility as “controllers” to provide their members with privacy notices and we will not use such personal information for any other purpose.

Who we share your personal information with

We share club member information with the SCA which is stored on the SCA’s Go Membership Portal.

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with sportscotland, British Canoeing (including Canoe Wales and the Canoe Association of Northern Ireland) for promotional and/or journalistic purposes. We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Disclosure Scotland and Police Scotland for the purposes of safeguarding children. We may also share personal information with our professional and legal advisors for the purposes of taking advice.

The Club employs third party suppliers to provide services, including IT. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and to protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Members	Participants	Volunteers
<p>The Club uses the SCA's online system called Go Membership provided by Azolve to administer our membership, qualifications and events database and club management system, as part of which Azolve contracts third party payment providers to process your payments of our behalf. Azolve and its payment providers process member personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it. If you are a member of an affiliated club we may also share your personal information with the club for the purposes set out above. This will include name, address, date of birth, contact information, qualification and credentials.</p> <p>Through affiliation to the SCA the club benefits from Civil Liability Insurance provided by Towergate Insurance Limited for officially recognised club activities. Where an insurance claim is made or notification of a possible claim received, we will pass personal data relating to the potential/actual claim to Towergate for the purpose of administering the claim.</p> <p>We share personal data with the SCA for audit and reporting purposes. The SCA uses this data to produce anonymised and aggregate reports on paddlesport participation and qualifications which are shared with sportscotland and the Scottish Government.</p>	<p>The Club uses the SCA's online system called Go Membership provided by Azolve to administer our qualifications and events database, as part of which Azolve contracts third party payment providers to process your payments of our behalf. Azolve and its payment providers process our participant personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.</p> <p>We publish the results of our competitions on our website. This includes competitor name, age/age category, result.</p>	<p>The Club uses the SCA's online system called Go Membership provided by Azolve to administer details of volunteers, as part of which Azolve contracts third party payment providers to process your payments of our behalf. Azolve and its payment providers process volunteer personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.</p>

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and Europe, and is accessed by our volunteers for the purposes set out above.

Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

Members	Participants	Volunteers
<p>We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 6 years. We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of club and for how long. We need to do this in the event of a claim against the club. In certain circumstances, e.g. regarding Safeguarding, we may keep information for longer periods of time. For full information about how long we keep different types of information please see the Club Data Retention Policy.</p>	<p>We normally keep participant personal information for 6 years. For full information about how long we keep different types of information please see the Club Data Retention Policy.</p>	<p>We normally keep Volunteer personal information for 6 years. For full information about how long we keep different types of information please see the Club Data Retention Policy</p>

Your rights

You can exercise any of the following rights by writing to us at Kirkwall Kayak Club, c/o Crantit Farm, St Ola, Orkney KW15 1RZ. Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so. Any requests received by the club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Further information / Contact Us

- Website: www.kirkwallkayakclub.org
- Write to: Kirkwall Kayak Club, c/o Crantit Farm, St Ola, Orkney KW15 1RZ
- Email: kirkwallkayakclub@gmail.com