

# ALTON CANOE CLUB

## GDPR - General Data Protection Regulations

These Regulations came into force on 25 May 2018 and it relate to how personal digital data is used and stored.

As a Club we record basic personal data such as names, addresses, age (if under 18) and email contact details.

We have a duty to comply with these regulations and the following statement outlines our position.

### Transparency

- We store your details only as a record of membership and they are only available to the Club's senior committee members for safety and administrative purposes if so required.
- These details are **not** stored on our website.
- We only use your data to communicate club activities and it is not made available to other club members or any outside organisations (except British Canoeing – see below)
- Electronic data records are only stored by the club secretary on a PC hard drive and backed up to a portable hard drive.

### British Canoeing

We are affiliated to our sport's governing body and we provide them with basic membership information on an annual basis to enable them to monitor numbers and activities.

This information consists only of membership numbers, age groups and gender – no personal details are requested or provided.

### Right to be forgotten

We accept that members have the right to ask for their personal details to be deleted and we will do so if requested.

### Consent

By providing us with your completed and signed membership forms we take this as consent to store and use the information based on the above statement.

If you have any concerns or wish for more information regarding GDPR, please feel free to contact any member of the club committee.

Stephen Mannerings  
Treasurer & Secretary  
Alton Canoe Club  
75 Mint Road. Liss. Hants. GU33 7DQ.