

**Chalfont Park Canoe Club
Membership Application Form**

CPCC Data Privacy Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website our Club notice-board regularly for any amendments (such amendments will not apply retrospectively).
- 1.4 We will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

- 2.1 We are Chalfont Park Canoe Club. We can be contacted at webmaster@chalfontparkcanoecub.co.uk.

3. What information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Members' name, address, telephone numbers, email addresses, Bank sort code and account number.	Managing the membership for the member.	Performance of the club's contract with the member. Our legitimate interests in operating the club.
Photographs, images or video.	Promoting the activities of the club.	Our legitimate interests in operating the club.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the European Economic Area without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

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- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 If you wish for us to erase your data as outlined in paragraph (3) above then please contact us at webmaster@chalfontparkcanoecub.co.uk.
- 7.3 If you have any concerns about how we process your personal data please contact us at webmaster@chalfontparkcanoecub.co.uk.
- 7.4 You also have the right to take any complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer at webmaster@chalfontparkcanoecub.co.uk.

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- 4.3 Please note, however, that where you are transmitting information to us over the internet, then given the internet is not a secure medium, we cannot definitely guarantee the security of this information.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 5. **Who else has access to the information you provide us?**
 - 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table in paragraph 3 above or paragraph 5.2 below.
 - 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.
- 6. **How long do we keep your information?**
 - 6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data with the exception of retaining your personal data in an archived form in order to be able to comply with future legal obligations, including but not limited to compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
 - 6.2 We securely destroy all financial information once we have used it and no longer need it.
- 7. **Your rights**
 - 7.1 You have rights under UK and EU data protection law, including:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances

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ACCESS ROAD RULES

The following rules apply to the access road and are necessary for our continued permission to use the road.

- a) Access over the road is only allowed during the hours of daylight.
- b) Access over the road is ONLY for the purpose of canoeing on the river (other use e.g. picnics, cycling etc. could result in our instant exclusion from the road)
- c) The gate to the road must be left locked at all times.
- d) Do not allow other vehicles to tailgate you in or out.
- e) Be careful not to bypass the other padlocks in the chain and thus preventing others from unlocking it.
- f) Drive slowly along the road, ideally no more than 10 mph and be aware of pedestrians and other road users.
- g) Take care not to damage the grass verges either side of the road, report any damage to the committee immediately.
- h) There is a maximum of 10 cars allowed at the lock, if you are the 11th please park on the public road by the Flower Pot or in the Paddock.
- i) Under no circumstances park in the Lock Car Park.
- j) Take great care not to damage the grass verges when parking or turning at the lock, report any damage to the committee immediately.
- k) Do not obstruct the road.
- l) Park close to and parallel to the fence behind the Lock car park.
- m) Change discreetly
- n) Be courteous to other users of the road