



Bradford on Avon Boat Club – Privacy Policy

At Bradford on Avon Boat Club (BOABC) we value and respect the privacy of our members and website users, and we take data protection seriously. We are committed to ensuring that we only process personal data from our members and website users when we are fulfilling a contract, conducting a legitimate business relationship or when we have expressly been given permission to do so and we do everything possible to ensure that personal data is kept safe and secure.

Who is BOABC?

For the purpose of this Privacy Policy, BOABC is acting as a 'data controller' with respect to the personal data of members and website visitors. Data controller means that we determine why and how we process the personal data that we have collected.

What is personal data?

Personal data is any information you provide about yourself that allows you to be identified, contacted or located - including things such as your name, address, date of birth, phone number and email address.

What personal data do BOABC collect about you?

When you visit our website, we only collect basic connection details which allows us to view statistical data about visitors to the site. No personal data is collected without consent of the user. Optionally, when you choose to send us an enquiry via our website, we collect certain personal information from you including your name, email address and telephone number.

When you join or renew your membership via ManageMyClub you are consenting for us to collect and hold your personal data so that we can manage our membership base, insurance, health and safety obligations and, in emergencies, contact your named next of kin.

What legal basis is used to justify the collection of your personal data?

We use 'contract' and/or 'legitimate interest' as the legal basis for collecting, storing and processing your personal data when you become a member of BOABC or contact us with an enquiry. We use 'consent' as the legal basis for collecting, storing and processing your personal data only when you have proactively and specifically agreed to us contacting you.

Where is the personal data stored, who has access to it, and how secure is it?

Any personal data collected via our website or our electronic membership database, ManageMyClub, is held within a secure, password protected system, only authorised users with valid user names and passwords have access to the data held on this system. The system is stored on a secure server that is located in a secure data centre where only authorised personnel have access to the building.

How does BOABC use the personal data we have collected about you?

When you contact us with an enquiry, we need to store your personal information so that we can contact you about your enquiry and in order to keep historical records of our relationship. If you have agreed, then we will also send you other information from time to time, usually via email. BOABC will never share your personal information with any other third-party companies for marketing purposes.



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Sharing data with British Canoeing (does not apply to rowers)

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 sport 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 at their Privacy Centre (<https://www.britishcanoeing.org.uk/about/privacy-centre>).

Photographs and video

The club occasionally takes photos or videos of its members. These may be used for coaching purposes or on our website, social media, local press etc. They are also used to generally promote the club or celebrate achievement. If you are unhappy for images of you to be published in the manner detailed above, please update the Consents section on your profile page on the ManageMyClub website.

How long do we store your personal data for?

We store your personal information for a minimum of 7 years as HMRC and other government bodies require us to keep transactional and invoicing records for this length of time. If you have requested information from us via our website or via phone we will store your personal data on file for a minimum of 1 year, but we will not send marketing information to you unless you have given us permission to do so.

How can you access, review and amend your personal data which BOABC hold on file?

You have the right to know what personal information we hold about you and are free to amend the personal data we hold about you at any time. To review or update your personal data please [contact us](#), or update your personal information directly via your profile page on the ManageMyClub website.

How can you delete your Personal data which BOABC hold on file?

You have the right to request that any personal data we hold is erased. If you wish to delete any of your personal data which we hold on record we will do everything in our power, where legally allowed, to comply with your request. In the first instance, please [contact us](#) discuss your request.

Please note: we may not be able to delete all of your personal data from our records if you have made a purchase from us within the past 7 years. Also please be aware that because of backups and records of deletions, it may be impossible to delete a record without retaining some residual information retrospectively. An individual who requests to have Personally Identifiable Information deactivated will have this information functionally deleted, and we will not sell, transfer, or use personal data relating to that individual in any way moving forward.



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Who can you complain to if you have an issue with the way we process or store your personal data?

If you believe that our processing of your personal data infringes data protection laws, then you have the right to complain to the supervisory authority responsible for data protection, the Information Commissioner's Office (<https://ico.org.uk/>).

Cookies

Our website does not use Cookies.

Other websites

Our website contains links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review, and we will place any updates on this web page. This policy was last updated on 4th December 2023.

How to contact us

If you ever wish to discuss any aspect of our privacy policy or if you have any concerns or queries regarding how BOABC use or store your personal data, please [contact us](#).