

For membership and administrative purposes, all personal information which you supply to Inverness Canoe Club (the Club) will be held within WebCollect, a proprietary database and membership application operated by Open Brackets Ltd. By utilising WebCollect's services, the Club ensures that this personal data, including any card details, are fully encrypted, while WebCollect is fully compliant with Payment Card Industry standards (PCI DSS) and is a registered Data Controller under the Data Protection Act. WebCollect will not share your information with any third parties, except for the limited purpose of processing payments. WebCollect's full Terms and Conditions can be viewed here: <https://webcollect.org.uk/help-topic/terms-amp-conditions>

Your data may be used in a number of ways by the Club and some information is shared with the Scottish Canoe Association (the SCA), the sport's governing body, to which we are affiliated and to which we are obliged to share certain membership details. These uses include:-

- To administer and manage your membership and related benefits. Your details will be held by the Club and by the SCA in one or more databases for this purpose, which may be hosted by, or on behalf of, the Club and/or the SCA. Information may be accessed by Club office bearers and committee members for the purposes of Club/membership management. All information will be held in accordance with the 1998 Data Protection Act;
- To review, develop and improve the services and activities offered by us and the SCA;
- To provide you with details of forthcoming activities, and events (as well as those of selected third parties, including our partner organisations);
- To research, develop and manage new and existing programmes and projects and to promote our sport;
- To monitor the SCA's progress towards demonstrating equal opportunities in canoeing in Scotland through the Equity Standard for Sport;
- For statistical analysis (including the sharing of aggregated, non-identifiable data with partners such as the British Canoe Union, **sportscotland**, the Scottish Government and Sports Coach UK to support sports and policy development);
- To secure safe practice when working with both children and adults; and,
- We may pass your personal information (which may include details about your health) to the insurer in the event of our Club making an insurance claim. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

EMAIL LIST

The Club will send you information about our activities, events and competitions, as well as those of selected third-parties (including the SCA and our partner organisations) by e-mail through WebCollect. It is a condition of membership that you agree that the Club communicates with you by this means, although the Club will seek to use other forms of communication where a member has particular difficulties with electronic media, and we will restrict email traffic to junior members.

PHOTOGRAPHY

The Club reserves the right, as a condition of membership, to use any images, videos or sound recordings captured of members during a Club event or activity. These may be used for advertising, promotion, marketing and on the Club website, and in other ways that the Club sees fit. Images may be combined with

other images, text and graphics, cropped, altered and modified. Notwithstanding this, it is our policy that we will seek the agreement of parents or guardians before using images of children, where they can be individually identified. We will also endeavour to respect the wishes of any member who would prefer not to have their photograph used, but the onus is on the member to make this clear at any event. It would also be appreciated if any member with such concerns notifies membership@invernesscc.org.uk.

DELETION OF YOUR INFORMATION

Any information held by the Club which may identify you as an individual will be destroyed within 60 days of the expiry of your membership. The SCA will be informed on an ongoing basis of any changes to our membership database so that any records they hold can be updated accordingly. Click here to view WebCollect's privacy notice: <https://webcollect.org.uk/help-topic/privacy-notice>. In becoming a member of the Club, you also agree to join WebCollect as a user; please note that they will retain your details, should you resign from the Club, unless you advise them otherwise.

FURTHER INFORMATION

For further details on how your information is used by the Club, how we maintain the privacy of that information and your rights to access the information we hold relating to you, please contact membership@invernesscc.org.uk.

Similarly, for personal information held by the SCA, please contact office@canoescotland.org.uk or follow this link:

<http://canoescotland.org/sites/default/files/resources/documents/Membership/Fair%20Processing%20Statement%20v4.pdf>