



Laburnum BOAT CLUB

Hackney's Community Boating Project

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Members Privacy Notice

May 2018

We at Laburnum Boat Club want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all our members how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

We have decided to put together a team of people to make sure your details are safe. They can be contacted at info@laburnumboatclub.com in case you have any questions.

1. What Type of Details do we Collect from You?

1.1. We might collect the following **personal details** about you before, during or after your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- membership details including when you signed up to be a member and any date you decide to leave us;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any bank details belonging to your parent or guardian so that we can receive payments from you and details of any payments you make;
- how you use our website and any passwords, usernames and other things that may identify you to us online;
- any images we capture on CCTV cameras and other information showing us your movements through our buildings,
- records that tell us when you were at our sessions;
- videos and photos of you;
- your passport or other ID cards;
- records of whether you perform at a county/national level;
- details of family members, coaches, and other people we might need to contact in case of an emergency;
- records of your rankings, gradings or ratings, including any competition results, what [events/matches/games] you have attended and how well you are performing on any development programme you are registered to;
- any disciplinary information or details of any issues you have us or we have with you; and
- data from questionnaires that we use to monitor and evaluate our services

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2. Special Categories of Personal Information

2.1. We may also hold and use what is called “**special information**” such as your ethnicity, whether you have any religious beliefs and any information about your health such as any injuries you have/have had or times you may not have been very well. We will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it

3. Where do we get this Information from?

3.1. We will normally collect personal information about you when you create an account on our site at www.laburnumboatclub.com to become a member of Laburnum Boat Club, or when you want to talk to us on the phone, by e-mail or in some other way eg questionnaire.

4. How do we Use your Information?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (this is the boring legal bit...)
To make sure your membership with us runs smoothly and we can provide the very best service for you.	All contact and membership details, any chats we have had and your likes and dislikes.	We need all this information to make sure we do a good job in managing your membership with us.
To send you information which we think you might like based on the type of membership account you have with us such as details about ticket sales, competitions and events we are running, offers and discounts and any updates on kayaking/canoeing	All contact and membership details.	We need all this information to make sure we do a good job in managing your membership with us.
To send you other information we think you might like or which you have asked us to send to you.	All contact and membership details and your likes and dislikes.	Only where you have told us you want to receive this type of information. If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages.
To help you if you have a question or you are not happy with something we have done.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
We will keep all of your details on our files.	All of your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to. If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
To protect our IT systems.	Details about how you use our website.	It is in our interests to make sure that our IT systems are safe and secure for all of our staff and you to use.

<p>We occasionally carry out research on what events you have attended to understand what is 'on trend'.</p>	<p>Details of the events and competitions you have attended.</p>	<p>It is in our interests to make sure that our membership is targeted and relevant for you.</p>
<p>To promote the club, our events and membership packages.</p>	<p>Any photos or videos of you.</p>	<p>Only where you have told us you are happy to use our photos.</p>
<p>To make sure we are keeping up with health and safety.</p>	<p>Details of the events and competitions you have attended.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe place.</p> <p>Sometimes we may have to keep your details because the law tells us we have to.</p>
<p>To register you on to and keep track of any events and competitions you attend.</p>	<p>Details about your performance (but we won't use any 'special information') and the events or competitions you have attended.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p>
<p>We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</p>	<p>Details about your performance and the events or competitions you have attended.</p> <p>We might also hold details about your health and any club or county membership.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p> <p>If we use any information about your health, we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>To arrange for any trip or transportation to and from an event.</p>	<p>Any ID cards or passport information you give us, details of family members and emergency contacts, your parent/guardian's payment information and details about your health.</p>	<p>We need all this information to make sure we can make arrangements for any trip you go on.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment by making changes to the design of our sports facilities and to ensure you are well enough to participate.</p>	<p>Details about your health.</p>	<p>We will only use this 'special information', on the basis of one of the 'special reasons' we talked about above.</p>
<p>To put together all the information we need in case there are any disciplinary or other issues with your membership.</p>	<p>All of your personal details.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>

To make sure we are fairly offering opportunities to everyone.	Name, your birthday, gender, information which part of the world you or your family are from, details about your health and performance.	It is in our interests to make sure we provide you and others like you with the same opportunities no matter who you are and where you come from If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
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Adopted: January 2023

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