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# Privacy and Data Protection Policy

## Principles of the policy

### Data Protection

Addlestone Canoe Club is a privacy conscious organisation and is strongly committed to your right to privacy. That is why we have drafted a Privacy and Data Protection Policy, which follows guidelines set out in the Data Protection Act 1998.

### The Data Protection Act 1998

The Data Protection Act 1998 sets rules for processing personal information and applies to structured paper records as well as data held on computers. With the Freedom of Information Act 2000 which came into force on 1 January 2005, the provisions of the Data Protection Act 1998 will apply to all records, including those structured other than by reference to the data subject, and completely unstructured files.

### Addlestone Canoe Club's Use and Storage of Data

The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

These principles state that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Personal data will not be transferred outside the European Economic Area unless that country provides an adequate level of protection

If you believe in any way that the Club is not processing your personal data in accordance with these principles, please email us at [secretary@addlestonecc.org.uk](mailto:secretary@addlestonecc.org.uk)



## Website

The Club website ([www.addlestonecc.org.uk](http://www.addlestonecc.org.uk)) does not store or capture personal information, and it does not make use of cookies that collect or store user information. The website logs the user's IP address, but this information does not uniquely identify an individual.

There may be embedded videos, calendars, or other functionality via which other companies collect user information or make use of cookies. If you wish to restrict or disable cookies on your device, there are suitable guides online, such as <https://cookie-script.com/all-you-need-to-know-about-third-party-cookies.html>.

The website includes a contact form that enables visitors to send an email to the club. No data from this is stored on the website server, but information from this is sent to the club's main email account. See the entry below about how this data is stored and processed.

## ClassFit

Addlestone Canoe Club uses ClassFit for bookings for pool sessions. Information about their privacy policy can be found here: <https://classfit.com/classfit-privacy-policy/>.

If you wish to remove your account and its associated data from ClassFit, this can be done by emailing your request to [hello@classfit.com](mailto:hello@classfit.com).

## PaddleUK JustGo

Addlestone Canoe Club uses PaddleUK's JustGo membership system to administer data about its members (including guest members who attend its events), and club members' British Canoeing / PaddleUK qualifications and credentials, and PaddleUK affiliate membership for club members without individual PaddleUK membership. Information about their privacy policy can be found here: <https://justgo.com/privacy-policy/>.

If you wish to remove your account and its associated data from JustGo, this can be done by emailing your request to [dataprotection.uk@justgo.com](mailto:dataprotection.uk@justgo.com).

## Stack Team App

Addlestone Canoe Club uses Stack Team App for communications with and between club members, and for sharing information. Information about their privacy policy can be found here: <https://www.teamapp.com/privacy>. This is an Australian company, and hence the data is stored and processed outside the EU.

If you wish to remove your account and its associated data from Stack Team App, this can be done by emailing your request to [privacy@teamapp.com](mailto:privacy@teamapp.com).



## Email and club data

Addlestone Canoe Club uses Google's Gmail and Google Workspace services for club email accounts and associated data storage.

Email addresses collected may be used to distribute information about Addlestone Canoe Club. If an individual no longer is interested in this information, they can reply to the email asking for the email address to be removed.

The data in Google Workspace includes information entered by individuals into Google Forms, such as that used for the administration of trips and for reporting incidents. The information about incidents may be shared with PaddleUK.

Individuals may request for club data to be removed or anonymised by emailing [membership@addlestonecc.org.uk](mailto:membership@addlestonecc.org.uk).