



# Membership Pack

## 2024/25

[knottingleycanoecub.com](https://knottingleycanoecub.com)



@knottingleycanoecub



/knottingleycanoecub



# Welcome to Knottingley Canoe Club!

## Dear New Member,

Welcome to Knottingley Canoe Club! We are delighted to have you join our community and look forward to sharing our passion for paddlesport with you. Whether you are here to learn new skills, stay active, or simply enjoy time on the water, our club offers something for everyone.

## About us

Knottingley Canoe Club is a friendly and inclusive club dedicated to providing opportunities for paddlers of all ages and abilities. We aim to create a safe and supportive environment where everyone can enjoy paddling, from complete beginners to seasoned athletes. Our experienced coaches and volunteers are here to help you reach your goals, whether it's mastering the basics, exploring white water, or trying to find some wildlife off the coast.

## What to Expect

- **Regular Sessions:** We offer a variety of sessions each week, including pool training, river paddles, and sea kayaking adventures. You can find our current schedule on our website and announcements are made on our whatsapp.
- **Coaching and Support:** Our coaches are available to provide guidance and support tailored to your experience level. We encourage all members to engage with coaches to get the most out of their time at the club.
- **Social Events and Trips:** Beyond the water, we host social events, trips, and you will usually find us in the nearest pub once we are off the water.

## Membership Pricing

- **Adults:** £40 per year
- **Children (under 18):** £25 per year
- **Family:** £65 per year

## Session Costs

- **Pool Sessions:**
  - **Adults:** £10 per session
  - **Children (under 18):** £8 per session
- **Local River Sessions:** Free during the summer months

## Key Contacts

Iain Marris	Chairperson	07906569684
Bob Davis	Secretary	07989988803
Eleanor Tookey	Welfare / Safeguarding Officer	07890689951
Steve Walsh	Treasurer & Safety Officer	

## Knottingley Canoe Club

Nicole Kirt	Communications Officer	
James Marris	Equipment Officer	
Martha Tookey	Youth Officer	

### Email

[contact@knottingleycanoecub.com](mailto:contact@knottingleycanoecub.com)

### Important Information

- **Safety First:** Your safety is our top priority. Please ensure you follow all safety guidelines provided during sessions. Remember to always wear the appropriate safety gear, and never hesitate to ask if you're unsure about anything.
- **Code of Conduct:** We ask all members to adhere to our Codes of Conduct, which outline the standards of behavior expected within the club. These can be found in your membership pack and on our website.
- **Equipment:** If you need assistance with equipment, please don't hesitate to ask. The club provides a range of basic kit, and we are committed to ensuring that everyone can participate, regardless of personal resources. While members are encouraged to bring their own equipment where possible, we understand that this may not be feasible for everyone, and the club is here to support you.

### Getting Involved

We encourage you to get involved in club activities, share your experiences, and make new friends. Volunteering is also a great way to give back to the club and learn new skills—if you're interested in helping out, please let us know!

### Stay Connected

- **Socials:** Follow us on Facebook and Instagram to stay up-to-date with the latest news, events, and paddling photos.
- **Website:** Visit our website for comprehensive information, including session schedules, club procedures, policies, and more.
- **WhatsApp:** Join our WhatsApp group for real-time updates, announcements, and to connect with fellow paddlers. Ask a club official about how to join!

### We're Here to Help

If you have any questions or need assistance, please don't hesitate to reach out to one of our club officials. We are here to ensure your experience at Knottingley Canoe Club is both enjoyable and rewarding.

Thank you for choosing Knottingley Canoe Club. We look forward to seeing you on the water!

**Happy Paddling!**

# Overview of *Code of Conducts*



Ensure a welcoming and inclusive atmosphere by adhering to club rules, promoting safety, and showing respect for all members.

## Club Code of Conduct

- Respect and include all members, regardless of ability or background.
- Prioritise safety during all activities.
- Follow club rules and promote fair play.
- Communicate openly and respectfully with others.
- Contribute to maintaining a positive club environment.



Enjoy paddling responsibly by respecting others, following safety guidelines, and embracing the spirit of teamwork.

## Junior Code of Conduct

- Always respect coaches, volunteers, and fellow paddlers.
- Follow safety guidelines and instructions during all activities.
- Be a team player—support and encourage your peers.
- Take responsibility for your actions and equipment.
- Enjoy paddling while upholding club values.



Uphold the highest standards of professionalism and integrity while fostering a safe, supportive environment for all paddlers.

## Coaching Code of Conduct

- Always prioritise the safety and well-being of paddlers.
- Maintain professionalism and integrity in all interactions.
- Lead by example, promoting respect and inclusion.
- Stay updated on training and best practices.
- Encourage a positive, supportive environment.



Support your child's paddling journey with positive encouragement and respect for all members and coaches.

## Parents Code of Conduct

- Encourage and support your child positively.
- Respect coaches, volunteers, and other members.
- Communicate any concerns appropriately.
- Ensure your child adheres to club rules and safety guidelines.
- Lead by example with respectful behaviour at all times.



# Club Code of Conduct

## Introduction

Knottingley Canoe Club is committed to providing a safe, enjoyable, and inclusive environment for all its members. This Code of Conduct applies to all club members, including paddlers, parents, coaches, volunteers, and officials. It sets out the expected standards of behaviour to ensure everyone can participate in a positive and supportive atmosphere.

## 1. General Principles

- All members must show respect and understanding for each other and conduct themselves in a way that reflects the principles of the club.
- Adhere to club rules, policies, and the guidelines set by Paddle UK.
- Promote an environment that encourages personal and team development, enjoyment, and a spirit of cooperation.

## 2. Respect and Inclusivity

- Treat all members, visitors, and competitors with respect, regardless of age, ability, gender, race, religion, sexual orientation, or background.
- Challenge and report any discriminatory, abusive, or inappropriate behaviour.
- Foster an inclusive atmosphere where everyone feels welcomed and valued.

## 3. Health and Safety

- Prioritise the safety and wellbeing of all members during activities, events, and club operations.
- Follow all safety instructions, wear appropriate safety gear, and conduct regular equipment checks.
- Report any accidents, incidents, or safety concerns to the designated club official immediately.

## 4. Behaviour and Sportsmanship

- Demonstrate good sportsmanship on and off the water; show respect to opponents, teammates, coaches, officials, and spectators.
- Refrain from any form of bullying, harassment, or abuse, including in-person and online behaviour.
- Celebrate fair play, and always compete with integrity.

## 5. Parental and Carer Responsibilities

- Encourage your child to enjoy their paddling and to respect coaches, teammates, and opponents.
- Be supportive and set a positive example, helping your child understand that effort, enjoyment, and learning are more important than winning.
- Ensure that your child follows the club's Code of Conduct and attends sessions on time with the necessary equipment.

## 6. Coaches and Volunteers

- Coaches and volunteers must uphold the highest standards of professionalism and integrity as outlined in the separate Code of Conduct for Coaches and Volunteers.
- Provide feedback that is constructive and focused on learning, growth, and safety.

## 7. Use of Club Facilities

- Respect club equipment and facilities, ensuring that they are used properly and left in good condition.
- Follow any specific guidance related to the use of changing rooms, including adhering to safeguarding measures when children and adults share facilities.

## 8. Communication and Feedback

- Refrain from smoking, drinking alcohol, or using recreational drugs while coaching, volunteering, or in club settings.
- Maintain a professional appearance and demeanour during all coaching and volunteering activities.
- Be punctual, prepared, and organised for all sessions.

## 9. Alcohol, Drugs, and Smoking

- Refrain from smoking, drinking alcohol, or using recreational drugs on club premises or during club activities, especially around children and young paddlers.
- Set a positive example in behaviour and attitude at all times.

## 10. Commitment to Continuous Improvement

- Participate in the ongoing development of the club by sharing feedback, attending meetings, and supporting club initiatives.
- Engage in personal development, including attending relevant training, workshops, or events that enhance your contribution to the club.



# Code of Conduct for Juniors

## Introduction

As a junior member of Knottingley Canoe Club, you are an important part of our community. This Code of Conduct helps ensure that everyone enjoys a safe, respectful, and positive environment. By following these guidelines, you will help create a club where everyone can learn, have fun, and develop their paddling skills.

## 1. Respect for Others

- Treat all club members, coaches, volunteers, and other paddlers with respect, on and off the water.
- Listen to your coaches, instructors, and volunteers, and follow their instructions for your safety and the safety of others.
- Respect other people's differences, including their abilities, backgrounds, and opinions.

## 2. Behaviour and Attitude

- Show good sportsmanship at all times, whether you win or lose.
- Avoid any form of bullying, teasing, or negative comments toward others.
- Be supportive of your teammates and encourage them, even when things don't go as planned.

## 3. Safety First

- Always wear the correct safety gear, including helmets and buoyancy aids, as directed by your coaches.
- Do not take part in any dangerous behaviour, and always consider the safety of yourself and others.
- Inform a coach or volunteer immediately if you feel unwell, unsafe, or if you see something that worries you.

## 4. Commitment and Responsibility

- Be on time for training sessions and events, and let your coach know if you are going to be late or cannot attend.
- Take care of all equipment, whether it belongs to you, the club, or someone else. Return everything to its proper place after use.
- Be responsible for your belongings and ensure that all your equipment is in good condition.

## 5. Communication and Conduct

- Speak to your parents, coaches, or club representatives if you are unhappy or need help with anything.
- Use appropriate language at all times, avoiding any offensive or hurtful comments.
- Do not engage in any form of inappropriate behaviour, including disrespectful comments, gestures, or actions, either in person or online.

## 6. Participation and Enjoyment

- Remember that paddlesport is about having fun, learning new skills, and making friends.
- Be willing to try new things, ask questions, and seek help when needed.
- Celebrate your own achievements and those of others, no matter how small.

## 7. Digital Conduct

- Use social media responsibly; do not post negative or inappropriate comments about the club, its members, or other paddlers.
- Respect others' privacy and never share personal information, photos, or videos without permission.

## 8. Alcohol, Drugs, and Smoking

- Do not smoke, vape, or use alcohol or drugs of any kind while at the club or during any club-related activities.





# Code of Conduct for Parents & Carers

## Introduction

Parents and carers play a vital role in the success and enjoyment of their children's experience at Knottingley Canoe Club. This Code of Conduct outlines the expectations for parents and carers to help create a positive, safe, and supportive environment for all members.

## 1. Support Your Child's Participation

- Encourage your child to have fun, learn, and enjoy their time at the club, focusing on effort and improvement rather than just results.
- Praise good behaviour, effort, and performance, regardless of the outcome.
- Help your child understand that paddlesport is about personal growth, making friends, and developing skills.

## 2. Respect for Coaches, Volunteers, and Officials

- Show respect to coaches, volunteers, and officials at all times, acknowledging the time and effort they contribute.
- Recognize the authority of coaches during training sessions and competitions; allow them to coach your child without interference.
- Address any concerns directly and respectfully with club officials, away from the children.

## 3. Set a Positive Example

- Be a role model for your child by demonstrating good sportsmanship, respecting decisions made by coaches and officials, and using appropriate language.
- Avoid criticising your child, other children, coaches, or officials publicly or on social media.
- Encourage your child to speak to their coach or a club official if they have any concerns or issues.

## 4. Safety and Welfare

- Ensure your child arrives on time, with the appropriate equipment, ready for training or competition.
- Inform coaches of any relevant medical conditions, injuries, or special needs that your child may have.
- Be responsible for collecting your child promptly after sessions and events, or communicate any delays to the club.

## 5. Communication and Conduct

- Communicate any concerns or feedback through the appropriate club channels, avoiding confrontation in front of children or other parents.
- Support club policies, including safeguarding, safety, and welfare protocols.
- Cooperate with requests from coaches and club officials, including attending meetings or workshops designed to support your child's development.

## 6. Respect for the Club and Its Environment

- Remember that paddlesport is about having fun, learning new skills, and making friends.
- Be willing to try new things, ask questions, and seek help when needed.
- Celebrate your own achievements and those of others, no matter how small.

## 7. Digital Conduct

- Use social media responsibly, avoiding any posts that could harm the reputation of the club, its members, or other children.
- Do not share photos or videos of children other than your own without permission from the child's parent or carer.

## 8. Alcohol, Drugs, and Smoking

- Do not smoke, drink alcohol, or use drugs while attending club events, especially when children are present.
- Set a positive example in behaviour and lifestyle choices that reflect the values of the club.



# Code of Conduct for Coaches & Volunteers

## Introduction

As a coach or volunteer at Knottingley Canoe Club, you play a critical role in the development of paddlers, fostering a positive, safe, and inclusive environment. This Code of Conduct outlines the standards expected of all coaches, instructors, and volunteers to ensure the highest levels of integrity, professionalism, and respect.

Good Coaches ensure participants in paddlesport have positive experiences and are therefore more likely to continue in the sport and achieve their potential. Coaches should therefore ensure they demonstrate a high degree of honesty, integrity and competence at all levels. We want our Coaches to understand their responsibilities whilst maintaining the key concept that participation is for fun and enjoyment as well as achievement.

## 1. General Responsibilities

- Act as a role model by displaying high standards of behaviour and conduct.
- Promote the enjoyment of paddlesport as well as achievement, focusing on personal and team development.
- Ensure that all activities are appropriate to the age, experience, and ability of the participants.
- Keep up-to-date with qualifications and best practices, including safety training and safeguarding.

## 2. Safeguarding and Welfare

- Maintain a safe environment free of abuse, harassment, and discrimination.
- Follow Knottingley Canoe Club and Paddle UK's safeguarding policies at all times.
- Report any concerns about a participant's welfare immediately to the appropriate safeguarding officer.
- Ensure that any physical contact is necessary, appropriate, and consensual.

## 3. Professional Standards

- Commit to ongoing personal and professional development by attending relevant training and courses.
- Be fair, considerate, and honest with all participants, avoiding favouritism.
- Maintain appropriate boundaries with all paddlers, avoiding intimate or inappropriate relationships.
- Do not engage in any behaviour that could be perceived as bullying, harassment, or abuse.

## 4. Communication and Relationships

- Develop respectful and open relationships with paddlers, parents, and other club members.
- Communicate clearly and effectively, providing constructive feedback to support learning and development.

- Respect the opinions and contributions of all participants and encourage them to take responsibility for their decisions.
- Collaborate with other coaches, volunteers, and officials, sharing knowledge and supporting each other.

## 5. Health and Safety

- Conduct risk assessments before all activities to ensure the safety of participants.
- Be aware of the physical needs of all paddlers, ensuring that training loads are appropriate.
- Encourage good practice around the use of equipment, personal safety, and adherence to club rules.
- Report all accidents, incidents, or near-misses using the club's reporting system.

## 6. Integrity and Ethics

- Uphold the spirit of paddlesport by promoting fair play and discouraging cheating or unsafe behaviour.
- Do not use or condone the use of performance-enhancing drugs or other banned substances.
- Avoid conflicts of interest, ensuring that all decisions are made in the best interest of participants.
- Respect the confidentiality of personal information, complying with data protection laws.

## 7. Commitment to Inclusion

- Ensure that all participants, regardless of gender, ability, race, or background, have equal opportunities to participate.
- Challenge any form of discrimination or exclusionary behaviour within the club.
- Foster an inclusive environment where everyone feels valued and respected.

## 8. Personal Conduct

- Refrain from smoking, drinking alcohol, or using recreational drugs while coaching, volunteering, or in club settings.
- Maintain a professional appearance and demeanour during all coaching and volunteering activities.
- Be punctual, prepared, and organised for all sessions.



# Changing Room Policy

Knottingley Canoe Club is committed to ensuring the safety, privacy, and comfort of all members while using changing facilities at training venues, including public swimming pools. This policy provides guidelines for using gendered changing rooms and cubicles in line with the pool's existing advice and promotes inclusivity for all members.

## 1. Purpose and Scope

This policy applies to all members, including paddlers, coaches, volunteers, parents, and visitors using the changing facilities at the club's training venues. It aims to ensure that all members, especially children, are safeguarded and feel comfortable when using changing rooms.

## 2. Use of Changing Facilities

- **Gender-Specific Changing Rooms:**
  - Children over the age of 8 should use the same gender changing area in accordance with the pool's guidance.
  - Children under the age of 8 may enter an opposite gendered changing room if there is no responsible person (aged 16 or over) available to take them into a gendered changing room.
- **Cubicles:**
  - Where possible, individual cubicles should be used by all members, including adults and children, to provide privacy and maintain comfort.
  - Members should ensure the cubicles are used fairly and promptly to accommodate everyone's needs.
- **Family Changing Rooms:**
  - Family changing rooms may be available; please inquire with the pool's reception team if you require access to these facilities.

## 3. Prohibited Actions

- **No Photography or Recording:**
  - The use of mobile phones, cameras, or any recording devices is strictly prohibited in changing rooms at all times to protect privacy.
- **Respect for Privacy:**
  - Members must respect the privacy of others while in the changing room. Inappropriate behaviour, such as staring, inappropriate comments, or any form of harassment, will not be tolerated.

## 4. Safeguarding Measures

- **Supervision of Children:**
  - Parents or guardians can accompany children of the same gender into the changing room for supervision.
  - Children should be encouraged to use cubicles whenever available to maintain privacy and safety.

- **No One-on-One Situations:**
  - Adults should avoid being alone with a child (other than their own) in the changing room. Similarly, under-18s should not be alone in the changing room with an unrelated adult.
- **Coaches and Volunteers:**
  - Coaches and volunteers should use separate times or areas for changing, where possible, to avoid overlapping with the paddlers they coach.

## 5. Inclusivity for Non-Binary and Transgender Members

- **Choice of Facilities:**
  - Non-binary and transgender members are encouraged to use the changing room that they feel most comfortable with and that aligns with their gender identity.
- **Family and Accessible Changing Rooms:**
  - These may be used by any member seeking additional privacy or comfort; please ask pool reception staff for access if needed.

## 6. Reporting Concerns

- Any concerns about the changing room usage or breaches of this policy should be reported immediately to the club's Welfare / Safeguarding Officer or another club official. Contact information is available on our website and in the club's communications.

## 7. Alternatives and Accessibility

- Members who feel uncomfortable using group changing facilities are encouraged to change at home or discuss alternative options with the club officials.



# Photography and Videography Policy

Knottingley Canoe Club recognises the value of photography and video in celebrating the achievements of our members and promoting the sport of paddling. However, we are committed to ensuring that images and videos are used appropriately and with respect for the privacy and safety of our members, particularly children and vulnerable individuals.

## 1. Purpose of the Policy

This policy outlines the guidelines for taking, using, and publishing photographs and videos of club members during activities, events, and training sessions. It aims to protect members from potential misuse of their images and ensure all media is used responsibly.

## 2. Key Concerns

The primary concerns related to photography and video recording include:

- The identification of individuals when images are accompanied by personal information.
- The taking of inappropriate or unauthorized images of members, particularly children.

## 3. Consent for Photography and Video Recording

- **Parental/Guardian Consent:** Consent must be obtained from parents or guardians for any photographs or recordings of children under 18. This includes consent for both taking and publishing images.
- **Adult Consent:** Adult members must provide their consent for photography and video recording during club activities. Consent forms are available in the membership pack.
- **Special Considerations:** Images of individuals who are the subject of a court order or who have not given consent should not be taken or published under any circumstances.

## 4. Guidelines for Taking Photographs and Videos

- **Appropriate Dress:** All individuals in photographs or videos must be appropriately dressed. Clothing should cover the torso from the neck to the thighs (e.g., vest/shirt and shorts).
- **Focus on Activities:** Images should focus on the activity rather than on specific individuals, especially children, unless consent is specifically given.
- **Coaching Use:** Coaches may use video recording as a legitimate coaching tool; however, care must be taken in how this material is stored and shared.
- **Identification on Request:** Parents, guardians, and spectators taking photographs or recordings must be prepared to identify themselves and state their purpose if requested by club officials.

## 5. Guidelines for Publishing Photographs and Videos

- **Avoid Personal Information:** Do not publish personal details such as addresses, phone numbers, or email addresses of individuals featured in images.
- **Naming Individuals:** It is permissible to name individuals in images, but additional personal details should never be disclosed.

- **Sensitive Use:** Extra care should be taken when selecting images for publications, social media, or the club's website, especially those involving children.

## 6. Prohibited Actions

- **No Photography in Changing Areas:** Photography and video recording are strictly prohibited in changing rooms, restrooms, or any private areas.
- **Inappropriate Images:** Any instance of inappropriate images being taken or shared must be reported immediately to the club's Safeguarding Officer or relevant authorities, including Paddle UK or the police.

## 7. Reporting Concerns

- Members or parents with concerns about inappropriate use of images or videos should report these to the club's Safeguarding Officer or another club official promptly.





# Communications Policy

Knottingley Canoe Club values effective communication to keep our members informed, engaged, and connected. This policy outlines the standards and guidelines for all forms of communication within the club, including digital platforms, social media, and messaging with members, particularly children and young people. Our aim is to promote safe, respectful, and appropriate communication in line with safeguarding best practices.

## 1. Purpose of the Policy

This policy provides guidance on how the club uses digital communication and social media, ensuring compliance with safeguarding standards and protecting the privacy and well-being of our members, especially those under 18.

## 2. Key Principles

- **Safety and Respect:** All communications should be conducted with the safety and respect of all participants in mind.
- **Transparency:** Communications should be open and transparent, with parents or guardians informed and involved where appropriate.
- **Compliance with Safeguarding:** All communication must adhere to safeguarding policies and procedures to protect children and vulnerable members.

## 3. Digital Communication Guidelines

- **Direct Messaging:**
  - When messaging a child or young person individually, always include a parent/carer. Group messages should also include at least one responsible adult, such as a Welfare Officer.
  - Obtain consent from parents/carers before communicating with children and provide them with information about the purpose and methods of communication.
  - Only communicate about club-related activities, such as session times or event details. Avoid personal conversations or sharing irrelevant content.
- **Social Media Use:**
  - The club's social media accounts will be managed by designated administrators with safeguarding training. At least two responsible adults will have access to these accounts.
  - Avoid connecting with under-18s on personal social media accounts. If using a club social media platform, maintain professional boundaries and avoid private messaging.
  - Posts involving children should not include personal information such as addresses or contact details. Always ensure you have consent before posting images or videos of children.
- **Privacy and Data Protection:**
  - All contact details must be stored securely and only accessible to those with a legitimate need.
  - Use the blind copy (Bcc) function in bulk emails to protect members' privacy.

## 4. Managing the Club's Online Presence

- **Account Management:**
  - All social media accounts will be password-protected, with at least two designated administrators responsible for monitoring content and interactions.
  - Inappropriate posts will be removed, and members involved will be informed of the reasons for the removal.
- **Content Guidelines:**
  - Posts should reflect the club's values and should not include offensive or inappropriate language or images.
  - The club will regularly review its online content and update it to ensure it aligns with our safeguarding policies and the expectations set out in this document.

## 5. Expected Behaviour Online

- **For Staff and Volunteers:**
  - Staff should communicate in a professional manner, as they would in face-to-face interactions, avoiding informal or inappropriate language.
  - Staff should not delete any messages or communications sent to or from club accounts and should refer any concerns to the designated safeguarding lead.
- **For Members and Parents:**
  - Members and parents are expected to engage respectfully online, following the club's codes of conduct. Any concerns about online behaviour should be reported to the Safeguarding Officer.

## 6. Reporting Concerns

- If there are any concerns about inappropriate communication or online behaviour, these should be reported to the club's Safeguarding Officer or another appropriate official. All reports will be handled in line with the club's safeguarding procedures.



# Privacy Policy

## Who We Are

Knottingley Canoe Club ("we", "our", "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information. Our website address is: <https://knottingleycanoecub.com>.

## Information We Collect

We collect and process the following types of personal data:

- **Membership Data:** When you join the club, we collect personal information such as your name, address, date of birth, gender, contact details, emergency contact information, and any relevant medical information.
- **Photographic Consent Data:** We may collect your consent to use photographs and videos for promotional purposes.
- **Comments:** When visitors leave comments on our website, we collect the data shown in the comments form, as well as the visitor's IP address and browser user agent string to help with spam detection.
- **Media:** If you upload images to our website, avoid including embedded location data (EXIF GPS). Visitors to the website can download and extract location data from images on the website.
- **Cookies:** We use cookies to enhance your experience on our website. These cookies may store information such as your login details, screen preferences, and form data.

## How We Use Your Data

Your personal information is used for the following purposes:

- **Membership Administration:** To manage your membership, including processing applications, maintaining member records, and communicating with you about club activities.
- **Safety and Welfare:** To ensure your safety and well-being during club activities, including using relevant medical information in the event of an emergency.
- **Photography and Media:** To promote the club and its activities through photographs and videos, where you have provided consent.
- **Website Interaction:** To manage comments, user accounts, and interactions on our website, including using cookies for personalization and functionality.

## Who We Share Your Data With

We take your privacy seriously and will only share your data in the following circumstances:

- **Paddle UK:** As part of your membership, we share certain personal information with Paddle UK (formerly British Canoeing) for affiliation, insurance, and event management purposes. Paddle UK acts as a data controller and processes data in line with their privacy policies, which can be found at [Paddle UK's Privacy Centre](#).

- **Third-Party Services:** If you request a password reset, your IP address may be included in the reset email. We may also use third-party services for spam detection and website analytics.
- **Internal Use:** Your data is shared internally within the club, including with coaches and volunteers, to fulfill the purposes outlined above.
- **Legal Requirements:** We may disclose your information if required by law or to protect the rights, property, or safety of the club and its members.

## How Long We Retain Your Data

- **Membership Data:** We retain your personal data for as long as you are a member of the club. After you leave the club, we may retain your information for up to six years for administrative and legal purposes.
- **Comments and Media:** If you leave a comment on our website, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically. Media uploaded to the website is retained indefinitely unless you request its removal.
- **Cookies:** Cookies stored on your device are retained according to the duration specified (e.g., login cookies last for two days, screen preferences cookies last for one year).

## Your Rights Over Your Data

You have the following rights regarding your personal data:

- **Access:** You can request an exported file of the personal data we hold about you, including any data you have provided to us.
- **Correction:** You can request that we correct any inaccuracies in your personal data.
- **Deletion:** You can request that we erase your personal data, except where we are obliged to retain it for administrative, legal, or security purposes.

## Where Your Data Is Sent

Visitor comments may be checked through an automated spam detection service. Your data may also be processed by third-party service providers who assist in the operation of our website or the administration of club activities.

## Contact Us

If you have any questions about this Privacy Policy or wish to exercise your rights regarding your personal data, please contact us at [privacy@knottingleycanoecub.com](mailto:privacy@knottingleycanoecub.com).