



Knottingley Canoe Club

Privacy Policy

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Privacy Policy

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Review cycle	Annual unless a different review cycle is agreed.

Purpose

Explain what personal data KCC collects, why it is used, how it is shared, and what rights individuals have.

Scope

Applies to member data, participant data, website data, photographic consent data, emergency contact information, medical information and club administration records.

Document Content

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: Where required for affiliation, insurance, event management, qualification, safeguarding, governance or membership purposes, we may share relevant personal information with Paddle UK. 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 officers, coaches, leaders and volunteers, only where needed to fulfil the purposes outlined above.

Legal Requirements and Safeguarding: We may disclose your information if required by law, or where necessary to protect the rights, property, safety or welfare of the club, its members, participants or others.

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, legal, insurance or governance purposes.

Safeguarding Records: Safeguarding concern records are handled under the club's separate safeguarding record handling process and may need to be retained for longer than ordinary membership records.

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.

Changelog:

- 2026-05-11: Updated sharing and retention wording to reflect safeguarding, Paddle UK and internal need-to-know use.
- 2026-05-11: Standardised document control, purpose and scope structure for policy PDF generation.