

THE EYOT CENTRE DATA PRIVACY POLICY – March 2024

Data privacy notice

This policy explains when and why The Eyot Centre collects personal information about our members, volunteers and visitors, how we use it and how we keep it secure and your rights in relation to it. The Eyot Centre includes its constituted sections, Henley Canoe Club, Henley Dragon Boat and Outrigger Club, Eyot Duke of Edinburgh Awards Scheme.

The Eyot Centre may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

The Eyot Centre reserves the right to amend this Data Privacy Policy from time to time without prior notice; such amendments will not apply retrospectively.

The Eyot Centre will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, The Eyot Centre will be the “controller” of all personal data we hold about you.

We can be contacted at The Eyot Centre, Wargrave Road, Henley-on-Thames, Oxfordshire, RG9 3JD and info@eyotcentre.co.uk.

What information we may collect and why

Type of Information	Purposes	Legal Basis of Processing
Name, address, telephone numbers, email addresses, school details (where relevant), paddlesport related qualifications, medical and dietary requirements.	<p>Managing the membership for the member. Contacting the member to inform them of club related activities and events.</p> <p>Managing volunteer and visitor attendance records and participant insurance.</p>	<p>Performance of the Centre’s contract with the member.</p> <p>Our legitimate interests in operating the Centre.</p>
Name and age of member dependents.	Managing member and dependents’ membership.	<p>Performance of the Centre’s contract with the member.</p> <p>Our legitimate interests in operating the Centre.</p>

Type of Information	Purposes	Legal Basis of Processing
Emergency Contact Details.	Contacting next of kin in event of emergency.	Our legitimate interests in meeting our duty of care to members.
Photographs and Videos	For use in club publicity and on social media platforms where appropriate.	Consent via confirmation on the Centre membership form
Financial information	Managing Centre membership fees Managing visitor payments for use of the Centre	Our legitimate interests in operating the Centre.

How we protect your personal data?

We will not transfer your personal data outside the European Economic Area without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note, however, that where you are transmitting information to us over the internet, then given the internet is not a secure medium, we cannot definitely guarantee the security of this information.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or the section below.

We may pass your personal data to third parties who are service providers (such as Paddle UK), agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Centre and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data with the exception of retaining your personal data in an archived form in order to be able to comply with future legal obligations, including but not limited to compliance with tax requirements and exemptions, and the establishment exercise or defense of legal claims.

We securely destroy all financial information once we have used it and no longer need it.

Your rights

You have rights under UK and EU data protection law, including:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.

If you wish for us to erase your data as outlined above then please contact us at info@eyotcentre.co.uk

If you have any concerns about how we process your personal data please contact us at info@eyotcentre.co.uk

You also have the right to take any complaint about how we process your personal data to the Information Commissioner:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

<https://ico.org.uk/concerns/>

0303 123 1113

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Officer:

Richard Masey richardmasey@henleycanoecub.co.uk.