

# SOUTHEND CANOE CLUB



## Data Retention Policy

### GDPR

Southend Canoe Club takes members privacy seriously. We will only use member data to administer your membership & will only retain personal data whilst we have a legitimate interest.

All member data is collected & recorded within Membermojo. This service is GDPR compliant, in data protection terms Membermojo is the data processor for Southend Canoe Club member data, and Southend Canoe Club is the data controller.

Membermojo also provides functions that assist members and administrators to exercise individual rights under GDPR.

- Right to access - members can sign in to view their own personal data.
- Right to rectification - members can sign in and amend their own personal data.
- Right to Erasure - administrators can securely delete personal data for members requesting their data be erased. Erasing a member will remove their member record and anonymise any activity, attendance and (optionally) payment records.

The data we collect is that which you supply on your application form together with a payment history for subscriptions, pool & trip payments.

### Data Retention

The club will only retain personal data whilst we have a legitimate interest.

We expect to retain.

| Information              | Retention period                    | Comments  |
|--------------------------|-------------------------------------|---|
| Current Member details   | Throughout membership of SCC        | These are as supplied (& updated) via membermojo  |
| Former Members           | 6 years after resignation           | Non-relevant data will be removed   |
| Prospective Members      | Whilst they are prospective members | This covers the period of time when the prospective member is taking part in the 6 sessions prior to joining the club as permitted within the British Canoeing Insurance. |
| Enquirers                | 12 months after last contact        | Email details   |
| Payment Details          | 12 months after accounts agreed     | Transactions will still be in bank account but extracted specific details for club accounts will be deleted once next accounts presented                                  |
| Minutes of club meetings | Potential to retain                 | Minutes of club meetings may be   |

# SOUTHEND CANOE CLUB

## Data Retention Policy



|                  |  |   |
|------------------|--|---|
|                  | indefinitely subject to appropriate safeguards being in place. | considered material with historical or statistical value and therefore retained under the exemptions afforded to:<br>⌚ archiving purposes in the public interest;<br>⌚ scientific research purposes;<br>⌚ or statistical purposes.  |
| Emails           | As needed  | Not all emails need to be retained. If the content is deemed to be important and or relevant to a legitimate purpose, it may be kept for up to 6 years.   |
| Accident Reports | 6 years  | These reports may be required as evidence if a claim is made on the British Canoeing insurance and should also be reported via the Incident reporting system.   |
| Safeguarding     |  | The Information gathered during the course of an investigation will be retained by British Canoeing. Data relating to children will be kept for at least 25 years. Where the concern relates to an adult's behaviour around children, the file will be kept securely until the adult reaches 65 or for 10 years whichever is longer in accordance with NSPCC guidelines on records retention and storage. |

### DECLARATION

Southend Canoe Club hereby adopts and accepts this policy as a current operating practice regulating the actions of members.

| Version | Date       | Reason for update | Approval | Next Review |
|---------|------------|-------------------|----------|-------------|
| 1.0     | October 24 | Original          |          | October 25  |
|         |            |                   |          |             |