



Laois Kayak & Canoe Club

Laois Kayak & Canoe Club
GDPR and Disclaimer
[www. LaoisKayak.com](http://www.LaoisKayak.com)

Operating under the guidance of
Canoeing Ireland (Irish Canoe Union)
 Sport HQ
 National Sports Campus
 Blanchardstown
 Dublin 15

A. General Data Protection Regulation Policy

1.0 About this Policy

1.1 This policy explains when and why we, Laois Kayak & Canoe Club collects personal information about our members and instructors, how we use it, how we keep it secure and your rights in relation to it.

1.2 Regulation (EU) 2016/679 GDPR draws on the principles which were introduced by the Universal Declaration of Human Rights (1948), The European Convention of Human Rights (1950) and the Convention for the Protection of individuals with Regard to Automatic Processing of Personal Data (1981). EU General Data Protection Regulation (GDPR), 2016 replace Directive 95/46/EC and is effective from the 25th May 2018.

1.3 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

1.4 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.laoiskayak.com or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.5 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Data Protection Commissioner (www.gdprandyou.ie). For the purposes of the GDPR, Laois Kayak & Canoe Club will be the “controller” of all personal data we hold about you.

2.0 About Laois Kayak & Canoe Club

2.1 We are Laois Kayak & Canoe Club, a voluntary, family-focused club founded in 2011 by a group of local kayaking enthusiasts. Located on the banks of the Erkina in Durrrow, the club aims to introduce everyone to the sport of kayaking, and caters for every level of skill, from complete beginner to expert paddling. Club members are involved in many different types of kayaking and canoeing disciplines, ranging from white water river-running and canoe polo to freestyle play boating and flat-water racing.

2.2 The Data Protection Officer for Laois Kayak & Canoe Club can be contacted at info@laoiskayak.com. Our club house is located at the Old Bridge, Durrrow, Co. Laois.

3.0 Information Collected and Why

Type of Information	Purposes	Legal Basis of Processing
Member's name, address, telephone numbers, e-mail address(es)	Managing the Member's membership of the Club and for membership affiliation with Canoeing Ireland	Performing the Club's contract with the Member and Canoeing Ireland. For the purposes of our legitimate interests in operating the Club
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related and for membership affiliation with Canoeing Ireland	Performing the Club's contract with the Member and Canoeing Ireland
Gender	Provision of adequate facilities for members Reporting information to Canoeing Ireland	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender For the purposes of the legitimate interests of Canoeing Ireland to maintain diversity data required by them and Sports Ireland
The Member's Canoeing Ireland membership number	Managing training programmes, events, insurance, competition entries and competition results.	For the purposes of our legitimate interests in holding training programmes, events and competitions for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club
Photos and videos of members and their equipment and boats	Putting on the Club's website and social media pages and using in press releases	We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by

		contacting us by e-mail or letter
Bank transaction details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Member's self-declaration of physical or other medical conditions	Identifying medical conditions which would prevent participation in kayaking or canoeing	For the purposes of our legitimate interests in ensuring member's safety and wellbeing
Garda vetting certification	Managing the welfare of junior members (under 18 years of age) at the club	For the purposes of our legitimate interests in ensuring member's safety and wellbeing of junior members

4.0 Protection of Personal Data

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 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.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be completely secure.

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

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

5.0 Who can access to the information you provide us?

5.1 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 paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. Irish Canoe Union t/a Canoeing Ireland, providers of training). 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.

6.0 Duration of information Retention

6.1 We will hold your personal data on our systems for as long as you are a member of the Club 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 except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. the defence of legal claims.

6.2 We will securely destroy all personal data information once we no longer need it.

7.0 Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data;
- (b) to be provided with information about how your personal data is processed;
- (c) to have your personal data corrected;
- (d) to have your personal data erased in certain circumstances;
- (e) to object to or restrict how your personal data is processed;
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois.

B. Safe Paddling

Safety, is paramount to the club and members are asked to abide by the club's rules and guidelines. Club members should respect the environment, wildlife and other users of the waterways. Basic safety principles are as follows:

You must be able to swim. You do not need to swim vast distances but the ability to remain confident in the water is vital. All canoeists should normally be able to swim 25 metres.

Always wear a Buoyancy Aid (PFD - Personal Floatation Device). Also ensure that there is adequate buoyancy for your boat (air bags).

Never paddle alone. Always paddle in a group of three people or more "less than three shall never be". In case of an incident this allows one person to go for help and another to remain with an injured party.

Kayaking is an adventurous sport that by its very nature involves a degree of risk of personal injury. Laois Kayak & Canoe Club cannot ensure complete safety at all times, members accept these risks and agree to be responsible for their own actions and involvement.

C. Club Disclaimer

The information contained in this website is for general information purposes only.

The information is provided by Laois Kayak & Canoe Club and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you are able to link to other websites, including but not limited to Twitter, Flickr, Wordpress and Facebook which are not under the control of Laois Kayak & Canoe Club. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, Laois Kayak & Canoe Club takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

D. Privacy Policy

The collection and use of technical information

Cookies are small pieces of information, stored in simple text files, and placed on your computer by websites. Laois Kayak & Canoe Club uses cookies to enable certain parts of our website to work. These cookies only last for the duration of your browsing session.

Our website also uses Google Analytics which uses cookies to monitor and understand traffic on our website, what pages are being viewed, and where our online visitors are coming from (e.g. search engines, online ads etc). These cookies collect information anonymously and report website trends without identifying individual visitors.

You may opt out of receiving cookies by changing settings on your web browser. Usually you can decide to accept or reject cookies on a case by case basis, or you can decide to block all cookies. Check your browsers help section for specific details about how to disable cookies. Please note if you opt-out of receiving cookies some parts of our website may no longer work properly

Laois Kayak & Canoe Club (LKCC) Committee, 2018 - 2019