

# DEVA CANOE CLUB



## ***Data Protection Statement for members***

This is a summary of the Deva Canoe Club data protection policy and procedures. The full data protection policy is available on request.

- We record whatever information you give us on the membership application. If you gave any medical information that is kept on paper only.
- We record any payments you make in the computer except weekly attendance fees which are kept on paper until the end of the financial year and then destroyed.
- We will not pass any information about you to any third party.
- When you cease to be a member your record, and all 'backup' copies, will be deleted and you will be removed from the email distribution.
  
- We will use your email address to keep you informed of club activities. If we do not have your email **and** permission to use it then we will not be able to contact you.
  
- You may 'unsubscribe' from the email, but remain a member, by sending an email request to the membership secretary through the club email.
- You may terminate your membership by sending an email request to the membership secretary through the club email.
  
- You can obtain a copy of your membership record by asking the membership secretary.

If you find an error in your record we apologise and will correct it when you tell us by informing the membership secretary.