

Membership Policy

The membership year runs from 1st April of one year to 31st March of the next year.

New members

1. New members who join between 1st April and 30th September are members for the whole of that membership year; their renewal date is 1st April of the next calendar year.
2. New members who join between 1st October and 31st March of the next year are members for the remaining time of the current membership year and the whole of the next membership year; their renewal date is 1 April of the following membership year. Eg a new member joining between 1st October 2017 and 31st March 2018 must first renew their membership on 1st April 2019.

Existing members

3. Existing members, other than those covered under 2 above, are expected to pay their annual membership on or shortly after 1st April. Some 'days of grace' are allowed, in practice this extends through the whole of the year at present. There is some administrative advantage in allowing this period to extend until the autumn 'lakes trip'. On payment the member's payment status becomes "current", until this the member's payment status is "pending". After the end of the 'days of grace' period member's payment status becomes "overdue".
4. Dates for change of membership status:
30th September: After this date membership status changes from 'pending' to 'overdue'.
30th November: After this date members who are not 'current' will be deleted and their records destroyed.

Rejoining members – proposed

5. If a member has been deleted they will have to complete a new membership form as their membership records have been destroyed.
6. On rejoining the member's renewal date becomes 1st April of the next year regardless of the date of rejoining.

Resigning membership

7. Members may resign from membership at any time by sending an email to the club with the subject "resign membership". On receipt their records will be deleted and they will be removed from the email distribution.

DEVA CANOE CLUB

Data Protection Policy

1. The membership secretary collects and records all information about members.
2. The treasurer collects and records information about payments made by members.¹
3. The information is held on a computer and is not available via the internet.
4. When an individual ceases to be a member their personal record, and all 'backup' copies of it, will be deleted.
5. Any member can obtain a copy of their membership record by asking the membership secretary.
6. Any member finding an error in their record can have it corrected by informing the membership secretary.

DEVA CANOE CLUB

Categories of information

Item	Source	Where kept	Reason
Required			
Name	<i>Membership application form</i>	<i>computer</i>	<i>So that we know who is a member and have a postal contact if needed</i>
Address	<i>Membership application form</i>	<i>computer</i>	
Next of Kin	<i>Membership application form</i>	<i>Membership application form</i>	<i>Least there should be an accident</i>
Membership of governing body	<i>Membership application form</i>	<i>computer</i>	<i>It reduces our BCU affiliation fee</i>
e-mail address	<i>Membership application form</i>	<i>computer</i>	<i>It is our only means of communication</i>
Optional			
Canoeing qualifications	<i>Membership application form</i>	<i>computer</i>	<i>May help identify potential leaders</i>
Telephone numbers	<i>Membership application form</i>	<i>computer</i>	
Consequential			
Gender	<i>deduction</i>	<i>computer</i>	<i>Enables monitoring of gender balance</i>
Ongoing			
Payments of annual membership	<i>Report from the treasurer</i>	<i>computer</i>	<i>To monitor who has paid To enable proper account keeping</i>
Payments for inclusion in certain activities² other than weekly meetings	<i>Report from the treasurer</i>	<i>computer</i>	<i>To monitor who has paid To enable proper account keeping</i>
Attendance at weekly meetings	<i>Weekly attendance record³</i>	<i>Paper record only of attendance</i>	<i>To enable proper account keeping To enable club level monitoring of participation</i>

¹In practice the membership secretary and treasurer are the same person.

²'certain activities' are activities where costs are involved; weekend trips, first aid courses etc.

³A single form is used to collect a record of payments made at weekly events including: weekly attendance fee, annual membership payments, payments for participation in certain activities. The forms are retained for the current financial year (equivalent to the membership year) for the purposes of checking membership payments. Once the financial report for the year has been finalised these forms are destroyed.

DEVA CANOE CLUB