

Moray Kayaking Privacy Policy

Our contact details

Phone Number: 07452908226

E-mail: info@moraykayaking.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details of paddling background to allow assessment of coaching requirements
- Declared Medical Information to ensure that appropriate measures can be taken in the event of injury or illness during activity

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow assessment of coaching ability and to ensure safety measures are taken for the wellbeing of those taking part
- To process awards on behalf of the clients
- To comply with insurance obligations and protect all parties in the event of misadventure or neglect

We may share this information with the Scottish Canoeing Association, British Canoeing and insurance providers linked to these bodies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. If you decide not to attend a booked course or event your data will be removed from our system within 30 days.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

Information is generally collected using Microsoft Forms which is GDPR compliant and secure. No form is downloaded from the secure system other than to view data for the reasons aforementioned.

If processing a British Canoeing Award, the subjects personal information (not medical) is provided to the award body and is then retained under their privacy policy.

If a claim is made against Moray Kayaking for any reason, data will be provided to the insurer to inform them of the declarations and details gathered in advance of the course/trip.

If you wish to have your data removed from the system any linked course will be cancelled or rights to claim against insurance for any purposes forfeited.

You can ask for your data to be removed subject to the above by emailing info@moraykayaking.co.uk

How we store your personal information

Your information is securely stored.

We keep all personal data for five years. We will then dispose your information by deleting all forms completed from all systems.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@moraykayaking.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@moraykayaking.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>