# Mercia Canoe Club Processing Notice for Data

**Club Sign Up/Renewal Membership Notice** This is a general processing notice to use for capturing data when new members sign up or existing members renew. Mercia Canoe Club takes your privacy seriously. We will use your data to administer your club membership.

**How your information will be used** When you become a member or renew your membership with Mercia Canoe Club and thus with Coventry Canal Society, you agree to the use of your personal data for administering your membership and for Mercia Canoe Club and Coventry Canal Society contacting you with information relevant to your membership. We will only retain your data for as long as we need to administer your membership.

**Event Entry** When requested we will also enter events on your behalf. We will only use personal data relevant for administering the event entry with the event organiser.

**Sharing with British Canoeing** We may share your details with British Canoeing if you are not already a British Canoeing member. If this is the case British Canoeing will provide you with access to an online portal to administer your details. British Canoeing will contact you to invite you to sign into and update your Go Membership portal. Among other things, the portal allows you to set and amend your privacy settings and sign up to the member newsletter if desired. You can also delete your account. If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact them.

**How would you like us to contact you? Please tick all that apply:**

- ☐ **Phone**
- ☐ **Email**
- ☐ **Text**
- ☐ **Mail**

### Photographs

The club occasionally takes photos of, or videos of, its members. These may be used on our website, social media, publications, local press. They are also used to generally promote the club. If you are happy for images of you to be published please check the box below.

- ☐ **Yes, publish images containing me**

If you are signing on behalf of a child, please confirm your choice below

- ☐ **Yes, publish images containing my child**

### Communications

Occasionally we may want to send you communications not associated with your membership administration. If you wish to receive general communications from Mercia Canoe Club

- ☐ **Yes, I want to receive communications**

Please complete:

| | |
|---|---|
| **Name** | |
| | |
| **Signature** | |
| **Date** | |