



Coventry Canal Society Data Privacy Policy

1. About this Policy

- 1.1. This policy explains when and why we, Coventry Canal Society (CCS), collect personal information about you, how we use it and how we keep it secure and your rights in relation to it.
- 1.2. When we may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.covcanalsoc.org.uk/CCSprivacypolicy.pdf> regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5. In this policy, references to “Member” relate to a member of CCS.
- 1.6. This policy is effective from 25th May 2018.

2. Who are we?

2.1 We are the Coventry Canal Society (CCS). We can be contacted by e-mail by using any of the details listed on the Committee Contacts page of our website, <http://www.covcanalsoc.org.uk/committee/>.

3. What information we collect and why

Type of Information	Purposes	Legal basis of processing/sharing
Mooring member’s name, title, email address, postal address, telephone number and boat details	Sharing with the Canal and River Trust in making boat licence applications/renewals on behalf of mooring members	Acting as licence agent for the Canal and River Trust
Member’s name, private e-mail address, postal address, telephone number and club membership details including mooring information	Managing the Member’s membership of the Society	Performing the Society’s contract with the Member. For the purposes of our legitimate interests in operating the Society
Photos and videos of members	Putting on the CCS website and publishing in the CCS magazine for publicity	Collection of this data will be on a prior consent basis
Executive Committee Member’s name, title, email address, postal address and telephone number	Putting on the CCS website and publishing in the CCS magazine and other communications to enable members and non-members to contact CCS	The Executive Committee member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear on the website or in the magazine
Mooring member’s name, title, email address and telephone number	Sharing with other mooring members to enable contact with one another to arrange exchange of duties	Managing mooring members’ duties

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the European Economic Union (EEU).
- 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. We will notify you promptly as soon as we become aware of any breach of your personal data which might expose you to serious risk.
- 4.4. We will destroy all the data we hold on you no later than 36 months after your membership lapses.