



Chris Brain Coaching
UK GDPR

UK - General Data Protection Regulations

Put Simply

We value your privacy as much as we value our own. Any information requested from Chris Brain Coaching is only in the interest of providing you with the highest quality coaching and training. We will never sell your personal data to anyone, will only collect the information we need and will only keep it for as long as we need to. The information is held securely and you have the right to see this information and the right to have the information deleted at your request.

What personal information we may request to obtain

All information obtained by Chris Brain Coaching is only to provide us with the necessary information to assist us in delivering the best course for you. Due to the remoteness and risk potential of the training and courses that we deliver the information gathered is so that we can best look after you in the extremely unlikely situation of you being taken to hospital and not able to provide this information directly yourself. The information gathered is typical of the outdoor industry and includes

- First and Last Name
- Date of Birth
- Address
- Phone Number
- Alternative Phone Number
- Email Address
- Emergency Contact Name
- Emergency Contact Phone Number
- Medical Issues
- Medication currently taken

For some courses, we may ask for more information about you but this will be made totally clear on the registration forms. If you believe that at any point we are gathering too much information please let us know.

Marketing

We don't send spam or mass emails

However, we do occasionally have specific opportunities that may be of personal interest to you. We would like to be able to contact you about this if required, but you have the right to ask us not to do so if you would prefer we did not contact you like this

Who is my data shared with?

Data will only be shared as appropriate exclusively with the direct delivery staff at Chris Brain Coaching

- We will not share your data with third parties unless required to do so by law
- We will not sell your data to anyone else
- Payments managed by paypal are secure and their privacy policy can be viewed online
- For anyone taking part in a British Canoeing course, we are obligated to share your data with British Canoeing and/or Paddles Up training (further information on this can be found below)

How we protect your personal data

Your data is held securely under password protected documents and if paper copies have been obtained in a locked and secure environment

07764486699

chris@chrisbraincoaching.com

www.chrisbraincoaching.com

How long is it kept for?

We will keep your personal information for 7 years to comply with our legal requirements for insurance and tax (HMRC) purposes. After 7 years, this personal information will either be deleted (digital) or shredded (paper).

Your rights

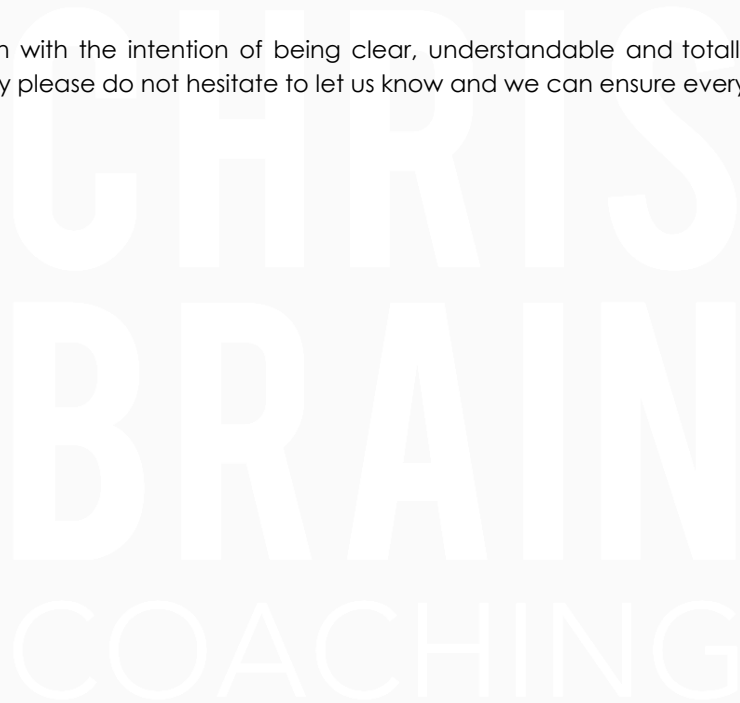
- You have a right to request access to the personal information that we hold about you
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- You have a right to request that we restrict the processing of your personal information for specific purposes
- If you wish us to delete your personal information, you may request that we do so.

Complaints procedure

You have a right to complain about how we process your data. Information can be found about this on the terms and conditions document

Transparency

This policy has been written with the intention of being clear, understandable and totally transparent. If you do not understand any of this policy please do not hesitate to let us know and we can ensure everything is as clear as possible.



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GDPR Briefing

The General Data Protection Regulation (the GDPR) came into force in the UK on 25th May 2018. Although this is EU legislation, the GDPR was transposed into UK law and has replaced data protection law including the Data Protection Act 1998. It applies to all organisations regardless of size and status - therefore it applies to our organisation and all British Canoeing Qualification providers collecting and processing data.

Many of the principles that underpin the GDPR are the same as those on which the Data Protection Act was based. However, the GDPR contains several notable differences and has an increased emphasis on the rights of individuals about how their data is provided to organisations and how it is used.

Grounds for Processing Personal Data

There are 6 grounds under which personal data may be processed:

1. **Contractual** Grounds - where data is necessary in order to carry out a contract. This could be where someone joins as a member or attends a course and it is necessary to collect and process data in order to administer the membership or certificate the course.
2. **Legal Requirement** - this could be to do with Safeguarding or other legal necessity
3. **Vital Interests** - this could be collecting relevant medical data to look after the health and wellbeing of participants at an event
4. **Public Interest** - where processing of data is considered to be in the public interest
5. **Legitimate Interest** - where an organisation can demonstrate the need to process data e.g. the outcome of a course or assessment
6. **Consent** - where consent is required for e.g. collecting data, consent must be given explicitly by the individual. There cannot be any pre-ticked boxes that we might have seen in the past.

The Privacy Statement details how we will use your Data (or that of your Child).

Privacy Statement

British Canoeing Awarding Body, British Canoeing, Paddles Up Training, Scottish Canoe Association, Canoe Association of Northern Ireland and Canoe Wales take your privacy seriously. We will only use your data to administer your training or qualification.

How your information will be used: When you become a member, or renew your membership with your National Association, you agree to the use of your personal data for administering your membership and for your National Association contacting you with notices relevant to your membership and/or qualification. It is an expectation of Employers, Government Agencies and members of the public that Delivery Centres should retain a permanent core record of candidate name, the training and qualifications taken and their outcomes, this allows the delivery centre to support the candidates right to lifelong learning and to meet legislative requirements, such as confirming the validity of qualifications.

Qualification Processing: We will administer your qualification and training on you or your child's behalf. We will only use personal data relevant for administering the qualification or training with the Delivery Partner, the National Association and the awarding body.

- **British Canoeing:** National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU coaching@britishcanoeing.org.uk
- **Canoe Wales:** Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU admin@canoewales.com
- **Canoe Association of Northern Ireland:** Belfast Boat Club, 12 Lockview Road, Belfast, BT95FJ office@cani.org.uk
- **Scottish Canoe Association:** Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ office@canoescotland.org

Sharing with British Canoeing Awarding Body: For Coaching Qualifications we will share your details with British Canoeing Awarding Body to process your qualification and claim certification. If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing Awarding Body, please contact [your National Association Coaching Department](#).

Communications: Occasionally we may want to send you communications not associated with your qualification or training. If you wish to receive communications, please log in to your member account and review the communication options.

For more information on how we process your information please read our full privacy notice on your National Association Website

