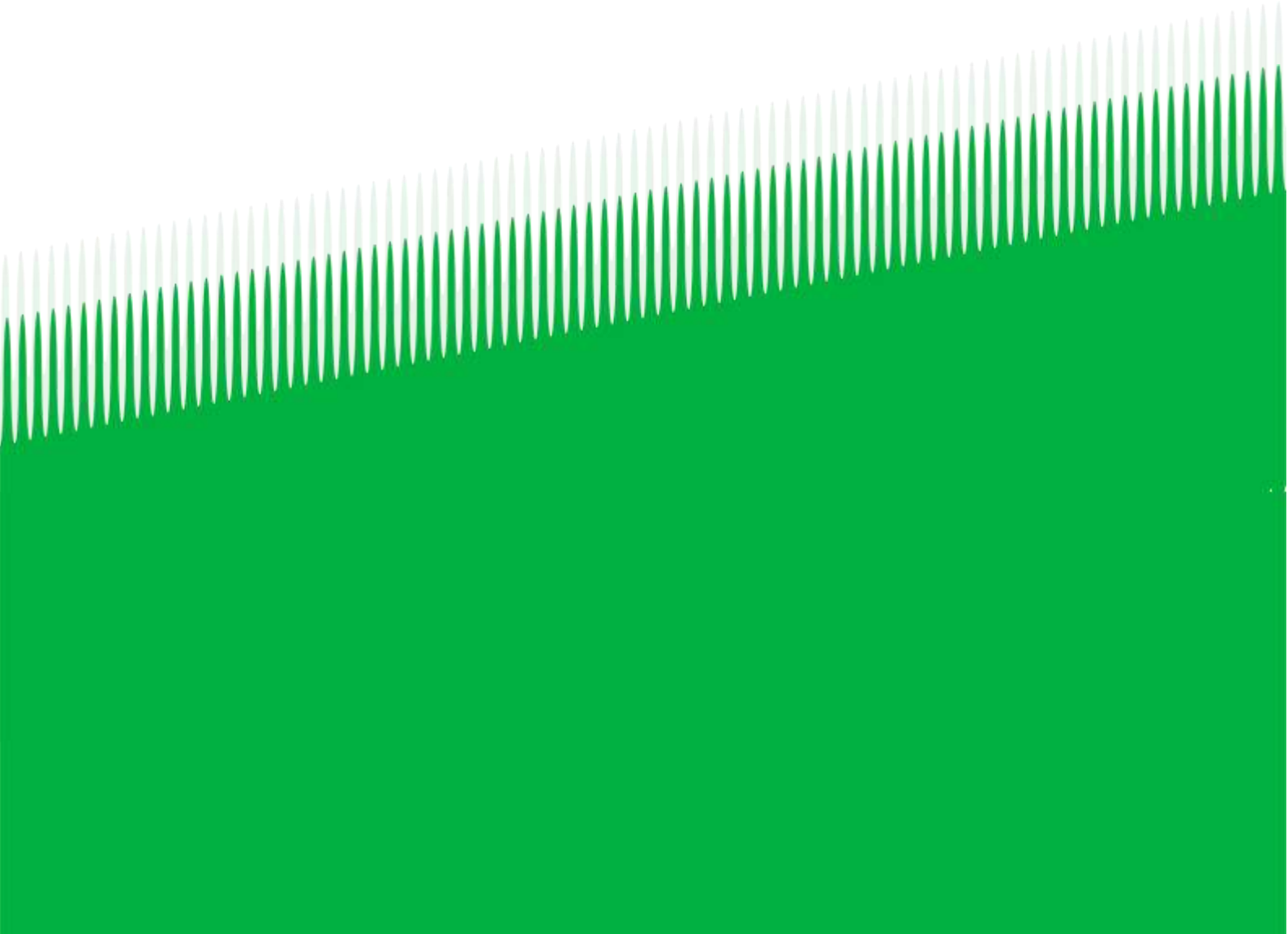


Privacy Policy



Full Privacy Notice for Members, Coaches, Volunteers, Officials, Event Participants, Safeguarding Contacts, and All Individuals Interacting with Paddle Northern Ireland

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your interactions with Paddle Northern Ireland (“Paddle NI”, “we”, “our”, “us”). This notice explains how we comply with the law on data protection and what your rights are in relation to your personal data. For the purposes of data protection law, we will be the “controller” of your personal information.

This notice applies to all individuals who interact with Paddle NI, including:

- Members
- Providers
- Coaches, leaders and instructors
- Volunteers and deployable workforce
- Club officials and committee members
- Event and competition participants
- Safeguarding contacts and AccessNI applicants
- Website users and online service users
- Clubs and other affiliated organisations
- Individuals contacting Paddle NI

Paddle Northern Ireland is the trading name of The Canoe Association of Northern Ireland, whose registered office is at Belfast Boat Club, 12 Lockview Road, Belfast. BT9 5FJ, with the company registration number NI637999.

We are registered with the Information Commissioner's Office (with the registration number [Z2989229](#)) and have appointed a Data Protection Officer to oversee our compliance with data protection laws in our organisation.

We have appointed a Data Protection Officer to oversee our compliance with data protection laws in our organisation. Contact details of the data protection officer are set out in the “Contacting Us” section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you interact with Paddle NI, including as a member, coach, volunteer, club official, event participant or general enquirer, you may provide us with or we may obtain personal information about you, such as:

- Your personal contact details such as name, title, email addresses and telephone numbers
- your date of birth
- your gender
- your membership details including start and end date
- records of your interactions with us such as telephone conversations, emails and
- other correspondence and your instructions to us
- any payment details you provide so that we can receive payments from you and details of the financial transactions with you
- your use of and movements through our online systems (e.g., JustGo), passwords, personal identification numbers, IP addresses, usernames and other IT system identifying information
- any disciplinary, conduct or grievance information
- details of your next of kin, family members and emergency contacts records of your attendance at any events, courses and/or competitions hosted by us
- details pertaining to the application, prevention, detection, compliance with,
- investigation or enforcement of regulations and governance, including any breaches of any applicable Regulations or Codes of Conduct
- images of you at events (e.g., conferences, AGMs) and/or competitions in video and/or photographic form and voice recordings
- your marketing preferences so that we know whether and how we should contact you

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- Information about your race or ethnicity, religious beliefs and sexual orientation
- information about your health, including any medical condition, health and sickness records, medical records and health professional information
- information about criminal convictions and offences, including information that may be disclosed by AccessNI

We may not collect all of the above types of special category personal information about you but where we do process such data, we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis as set out in Schedule 1, Part 2 of the Data Protection Act 2018 which includes where processing is necessary for:
 - a) the safeguarding of children and individuals at risk
 - b) protecting the public
 - c) anti-doping in sport
 - d) maintaining standards of behaviour in sport
- it is necessary for the establishment, exercise or defense of legal claims
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law
- it is based on your explicit consent

Where you have given us consent, we may also collect and process personal data relating to diversity, inclusion and disability for monitoring purposes and to provide associated reports to Sport NI and key selected partners.

In the table in section 4, we refer to the reasons detailed above as the “special category reasons for processing of your personal data”.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information when you:

- become a member of Paddle NI
- register for BCAB qualifications, training or CPD
- book or enter courses, webinars, events or competitions
- apply for AccessNI vetting
- make a query or complaint
- correspond with us by SMS, MMS, RCS, phone, email, live chat or other means
- use our website or online systems (e.g., JustGo)

We may also receive information from:

- Affiliated Clubs
- Providers
- Delivery Partners
- Sport NI

- British Canoeing Awarding Body (BCAB) and Delivery Centres
- Paddle UK, Paddle Cymru, Paddle Scotland and Canoeing Ireland
- Event organisers
- Statutory agencies (e.g. police, social services)

Monitoring and/or recording video teleconferences:

Please note that we may record video teleconferences, or webinars but will always inform participants

Information relating to third parties:

If you provide us with details of referees, next of kin, beneficiaries, family members or emergency contacts, please share this privacy notice with them as they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of whom you deem appropriate. They also have the same rights as you do and as are set out in the “*Your rights in relation to personal information*” section below.

4. USES MADE OF THE INFORMATION

Coaches, Leaders, Instructors and Assessors

If you are a coach, leader, instructor or assessor, we may also process:

- Qualification records and assessment outcomes
- CPD and training history
- Deployment information and workforce records
- Insurance validation
- Communications with Providers, Assessors and Delivery Partners

This processing is necessary to administer qualifications, ensure safety and competence, and meet our regulatory and safeguarding obligations.

Event and Competition Participants

Where you participate in an event, course or competition organised or supported by Paddle NI, we may also process:

- Event entry and registration information
- Emergency contact details for safety purposes
- start lists, results and rankings, which may be published online or shared with clubs, national associations or event organisers
- incident reports, safety boat logs and risk assessments

- images or video recordings taken at events (where consent has been provided)

This processing is necessary for the administration of events, ensuring safety, fulfilling our legitimate interests in promoting Paddlesport, and meeting our legal obligations in relation to health and safety.

Volunteers and Deployable Workforce

If you volunteer with Paddle NI, we may also process:

- volunteer applications and references
- training and induction records
- role descriptions and deployment information
- expenses claims and reimbursement details

This processing is necessary to manage our volunteer workforce and fulfil our legitimate interests in delivering Paddlesport activities. Paddle NI also processes AccessNI vetting information for volunteers in affiliated clubs where this is required for safeguarding purposes.

Safeguarding Information

Where safeguarding concerns are raised, we may process:

- safeguarding referrals and case files
- information shared by statutory agencies
- risk assessments and case management decisions
- records of actions taken and outcomes

This processing is carried out under our legal obligations and substantial public interest grounds, including the protection of children and adults at risk. Safeguarding information is shared only where necessary with statutory agencies, relevant clubs, national associations, or safeguarding panels.

Children and Young People

Where we process data relating to individuals under 18:

- parental or guardian consent may be required
- communications may be directed via parents/guardians
- safeguarding rules apply to all interactions
- participation records may be shared with clubs or parents where appropriate

This processing is necessary to ensure the safety and proper administration of activities involving young people.

The table that follows describes the main purposes for which we process your personal information, the categories of your information involved, and our lawful basis for being able to do this.

Purpose	Personal Information Used	Lawful Basis
To administer any membership account(s) you have with us and manage our relationship with you, including arranging for any insurance and licences and dealing with payments and any support, service or product enquiries made by you	All contact and membership details, transaction and payment information, records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership contract with us.
To arrange and manage any contracts for the provision of any merchandise, products and/or services	All contact and membership details. Transaction and payment information.	This is necessary to enable us to properly administer and perform any contract for the provision of merchandise/products/services.
To send you information included within your membership benefits package, including newsletters, insurance information, event and competition details, meetings and training opportunities, partner offers and discounts, and updates on Paddlesport	All contact and membership details, including where applicable your paddling preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To administer qualifications, assessments, CPD and workforce records	Qualification records, assessment outcomes, CPD and training history, deployment information, insurance validation,	This is necessary to enable us to properly administer and perform our contract with you in relation to qualifications and awards. We also have a

	communications with providers, assessors and delivery partners.	legitimate interest in ensuring competence and safety within paddlesport. Where special category data is processed, this is carried out under the “ <i>special category reasons for processing of your personal data</i> ”.
To administer events, courses and competitions	Event entry and registration information, emergency contact details, start lists, results and rankings, incident reports, safety boat logs and risk assessments	This is necessary to enable us to properly administer and perform our contract with you. We also have a legitimate interest in delivering events and promoting paddlesport, and a legal obligation to comply with health and safety requirements.
To administer AccessNI vetting for club volunteers and safeguarding roles	Identity information, contact details, AccessNI application details, criminal records information, communications with clubs, vetting outcomes, and records required for safeguarding compliance.	We have a legitimate interest in ensuring that individuals in regulated or safeguarding-related roles are appropriately vetted. Processing of criminal offence data is carried out under our legal obligations and, where applicable, the “special category reasons for processing of your personal data”, including safeguarding of children and individuals at risk.
To manage individuals who volunteer directly for Paddle NI	Volunteer applications, references, training and induction records, role descriptions, and expenses claims.	We have a legitimate interest in managing individuals who volunteer for Paddle NI and supporting the delivery of our organisational activities. Where a volunteer agreement constitutes a contract, processing is necessary for the performance of that contract.
To manage safeguarding concerns and protect children and adults at risk	Safeguarding referrals and case files, information shared by	We have legal obligations to safeguard children and adults at risk. Processing is also carried

	statutory agencies, risk assessments, case management decisions and records of actions taken.	out under the “special category reasons for processing of your personal data”, including the safeguarding of children and individuals at risk, protecting the public, and maintaining standards of behaviour in sport.
To administer disciplinary, conduct and regulatory matters	Disciplinary and conduct information, investigation notes, communications with disciplinary or appeal panels, decisions and outcomes.	We have a legitimate interest in maintaining standards of behaviour and ensuring compliance with our Regulations and Codes of Conduct. Where special category data is processed, this is carried out under the “special category reasons for processing of your personal data”.
To send you other marketing information we think you might find useful or which you have requested, including information about third-party events, participation products and commercial partner offers	All contact and membership details and marketing preferences	Where you have given us your explicit consent to do so.
To answer your queries or complaints	Contact details and records of your interactions with us.	We have a legitimate interest in providing complaint handling services to you in case there are any issues with your membership or interactions with Paddle NI
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints, disciplinary and safeguarding matters or legal claims. We need to retain records in order to properly administer and manage your membership and in some cases,

		<p>we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies, membership surveys, and insight projects to better understand your participation preferences, event attendance and trends within the sport	<p>All contact and membership details, your responses to surveys and insight projects.</p> <p>Records of your attendance at any events or competitions hosted by us.</p>	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting paddlesport, our events and membership packages.	Images in video and/or photographic form	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in Paddlesport.

For some of your personal information there will be a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member, allow participation in events, properly perform our contract with you or comply with legal obligations. Where you have given us consent to use your personal information in a particular manner, you may withdraw this consent at any time by contacting us as described in the “Contacting us” section below. Withdrawal of consent does not affect any use of the data made before you withdrew your consent.

5. MEMBERSHIP COMMUNICATIONS AND DIRECT MARKETING

As part of your interactions with Paddle NI, we may contact you by email, post or SMS with important service or administrative messages which are necessary for the fulfilment of our contract with you. Where this information is necessary for the fulfilment of our contract with you, it will not be possible to opt out of these service or administrative messages whilst remaining a member or participant.

From time to time, we may also contact you with marketing messages about Paddlesport products and services we believe you may be interested in. These will only be sent in accordance with your marketing preferences. These marketing messages will only be sent to you in accordance with the marketing preferences you set. You can update your preferences at any time by unsubscribing or by contacting us.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We may share personal information with the following parties:

- Any party approved by you
- Discipline Committees, Regional bodies, or International bodies for the activities covered by Paddle NI: to allow them to properly administer the sports on a local, regional, national and International level
- To Paddle UK affiliated Clubs: either where you are a member of the Club and have consented to the data being shared with them or where it is necessary to share information about your conduct, membership status, or the outcome of any disciplinary/safeguarding matter
- The National Associations (Paddle UK, Paddle Scotland, Paddle Cymru, Canoeing Ireland): where this is necessary for the administration of the sport across the United Kingdom and Ireland or where it is necessary to ensure a coordinated approach to safeguarding and/or disciplinary matters

- British Canoeing Awarding Body and Delivery Centres: where it is necessary for the administration of qualifications and awards
- Disciplinary and Appeal Panels & Case Management Group members: as is necessary for the purposes of disciplinary, safeguarding, and appeal matters as well as investigating alleged wrongdoing
- Other service providers: for example, email marketing specialists, ticketing operators, payment processors, data analysis, legal advisors, anti-doping testing providers, medical providers, investigatory service providers, CCTV contractors, promotional advisors, contractors or suppliers and IT services (including CRM, website, video- and teleconference services)
- Our supply chain partners & sub-contractors
- Our Commercial Partners: for the purposes of providing you with insurance, information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners as part of your membership package where you have given your express consent for us to do so
- The Sports Councils (Sport NI, Sport Ireland, UK Sport): where this is necessary for the administration of the sport, where your personal data is included in any images or videos taken by us at our competitions and events for promotional and journalistic purposes, or where we are required to report equality, diversity and inclusion data to them.
- The Government, statutory agencies, or regulatory bodies (such as UK Anti-Doping, ICO, Public Health Agency NI, AccessNI): where we are required to do so by law, for reasons of public health or safety, or to assist with their investigations or initiatives.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

Where we do share personal information with any of the third parties detailed above, we will only share such personal information as is necessary and proportionate to the specific purposes and will take appropriate steps to ensure the data is processed and shared securely with appropriate organisational and technical measures in place. We do not disclose personal information to anyone else except as set out above or in any of our other Privacy Notices that apply to you.

7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Full details of how long we retain different categories of data can be found in our Data Retention Policy.

In some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic membership records for a period of 10 years after your last contact with us.

Exceptions to this rule are:

- Information that may be relevant to personal injury claims, insurance matters or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have been involved for us.
- Information gathered during the course of a Safeguarding investigation will be retained by Paddle NI as part of its duty to protect children and will be kept for at least 25 years. Where the concern relates to an adult's behaviour around children, the file will be kept securely until the adult reaches 65 or for 10 years whichever is longer in accordance with NSPCC guidelines on records retention and storage.
- Information relating to qualifications which may be retained for a longer period where it is necessary to support Complaints, Appeals, or to comply with other legal or regulatory obligations.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

You may be able to update some of the personal information we hold about you online or by emailing us at admin@paddleni.org.uk alternatively, you can contact us by using the details set out in the "Contacting us" section below.

8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used
- the right to access the personal information we hold about you
- the right to request the correction of inaccurate personal information we hold about you
- the right to request the erasure of your personal information in certain limited circumstances
- the right to restrict processing of your personal information where certain requirements are met

- the right to object to the processing of your personal information
- the right to request that we transfer elements of your data either to you or another provider
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making are not absolute and may not apply as there are specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information, we are here to help and encourage you to contact us to resolve your complaint first. However, you can also complain to the UK Information Commissioner's Office, the data protection regulator in the United Kingdom.

9. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

10. CONTACTING US

Rodger Hamilton, Head of Operations is the Data Protection Officer. In the event of any query or complaint in connection with the information we hold about you,

please email him at rodgerhamilton@paddleni.org.uk or write to him at Paddle NI, c/o Belfast Boat Club, 12 Lockview Road, Belfast. BT9 5FJ.

VERSION	DATE	AUTHOR	DESCRIPTION OF CHANGE	STATUS	APPROVED BY
0.1	02/02/2026	LS	Initial Draft No amendments	Draft	FGP Committee 09/02/2026
1.0	10/02/2026	LS		FINAL	Board 16/02/2026