



MEMBERSHIP FORM 2023

PERSONAL INFORMATION

please complete all fields

Full name		
Postal address		
Postcode		
Phone number		
Email address		
Date of Birth		
Gender		
I am over 18 years of age	yes	no

NEXT OF KIN

Name		
Phone number		
Relationship		

**I CAN SWIM A MINIMUM OF 25M
UNAIDED**

yes	no
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WE MAY CONTACT YOU BY

Phone, message, post, e-mail or social media

SCOTTISH CANOE ASSOCIATION

You must be an individual member of the SCA (full or recreational) to be able to take part in club activities. Canoeing and kayaking involve risk and you must be insured against those risks. This is in addition to being affiliated to the SCA via the club. More information available at www.canoescotland.org.

If you are already a member of the SCA please provide your SCA number and any awards achieved



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SCA membership number

Awards/qualifications

IMPORTANT INFORMATION

Canoeing and kayaking are ‘assumed risk water contact’ sports which carry associated risks and are potentially hazardous. All members of the Moray Canoe and Kayak Club (hereafter referred to as ‘The Club’) must ensure that they are fully aware of these risks before embarking on any club activity and thereafter do so entirely at their own risk. For the duration of all club activities, each individual club member is responsible for their own actions and involvement, and for ensuring that their personal skills and experience are commensurate to the environment in which they are active; they are also responsible for the suitability and condition of all equipment they use. Neither The Club, not its office bearers, can or will accept any liability for any loss or injury, to persons or possessions sustained whilst participating in club activities.

Before going out on a canoeing or kayaking trip it is your responsibility to ensure that all the other members of the group are made fully aware of any existing or potential medical problems that might have an impact on your safety and those of your companions who may have to come to your aid. For instance if you suffer from or have in the past suffered from chronic back pain, disability, asthma, epilepsy, diabetes, hearing problems, fear of water or heights etc. then we need to know.

DECLARATION

By signing and submitting this application form, I hereby acknowledge, agree with and to be bound by the following statements

‘I have read, understand and fully accept the important information on this form and attached to this form and agree to abide by all club policies and constitution’ (copies available by request)

‘I can swim a minimum distance of 25 metres unaided’

‘I accept that canoeing and kayaking are ‘assumed risk water contact’ sports which can be hazardous and are undertaken at my own risk’

‘I confirm that I do not suffer from any undisclosed disability or medical condition which may render me unfit for strenuous exercise’

SIGNATURE

DATE



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DATA PROTECTION AND PRIVACY STATEMENT

See information overleaf on our data protection and privacy statement.

MEMBERS ONLY FACEBOOK PAGE

Please request to join our members only Facebook page by searching for 'Members Only Moray Canoe & Kayak Club'

MEMBERSHIP

Adult

£25

WAYS TO PAY

Cheque made payable to 'Moray Canoe and Kayak Club'

Cash handed to a committee member

BACS

AN 00125066

SC 80-08-91

Include your name as a reference if using BACS

RETURN FORM (AND CHEQUE IF APPLICABLE) TO

Cynthia McKay (MCKC Treasurer), Murrayfield, Francis Place, Elgin, IV30 1LQ

moraycanoekayakclub@gmail.com

CLUB EQUIPMENT

Club equipment is available to book for use on club activities only. You are responsible for that equipment while using it and checking it's condition prior to using it. A wear and tear donation of £10 is expected for each use of a club boat except in the swimming pool during winter training.

PRIVACY NOTICE

The Moray Canoe and Kayak Club (MCKC) is run by Committee in accordance with the MCKC Constitution. The MCKC is affiliated to the Scottish Canoe Association (SCA).

What we need

When you apply to become a member of the MCKC or renew your membership we will ask you for the following personal information:

1. Contact details – name, postal address, phone number and email address.
2. Date of birth, gender, are you over 18, any medical or disability we should be aware of.
3. If you are a member of the SCA, your SCA number, your awards and/or qualifications.



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4. Next of kin contact details.
5. If you can swim 25m unaided.

Why we need your personal information

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

1. Provide you with core member services, such as access to members only information on the Members only Facebook page, invitations to club outings, AGM and club meals, insurance via MCKC affiliation with the SCA, voting rights on the running of the club.
2. Set up your MCKC affiliated membership with the SCA on their online database.
3. Send you membership communications by phone, email, Facebook or Messenger in relation to essential membership services, including but not limited to, general meetings, notices, membership renewals, membership fees' information, etc.
4. Advise any leaders or coaches of disabilities, medical needs, and next of kin.
5. Sending booking information for courses or events where required by members.
6. Our club activities may be filmed or photographed and your personal information may also be used in images captured from our events, which we use for promotional purposes, mainly but not limited to the MCKC web site and Facebook page. Individual members may also share photos and films of club outings on social media.
7. Develop and maintain our members' qualifications, including sending email and Facebook communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements.
8. Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to canoeing and kayaking. Refer to the Constitution for details regarding complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us either in person, on the Facebook page or via email to moraycanoekayakclub@gmail.com if we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

1. The SCA Affiliation requirements to maintain a register of our members.
2. The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
3. Our Sportscotland regulatory requirements.
4. The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.



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Who we share your personal information with

We share your information with the SCA to add you as an affiliated member.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children or in relation to criminal activity.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it. In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership after 1 year.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of MCKC and for how long. We need to do this in event of a claim against the club or to provide back ground information on how well the club is performing in terms of membership, finances etc.

Your rights

You can exercise any of the following rights by writing to us at moraycanoekayakclub@gmail.com, or on the Facebook page. Your rights in relation to your personal information are:

- i. You have a right to request access to the personal information that we hold about you by making a “subject access request”;
- ii. 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;
- iii. You have a right to request that we restrict the processing of your personal information for specific purposes; and
- iv. If you wish us to delete your personal information, you may request that we do so.

Any requests received by MCKC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.