



Nottingham Kayak Club

Key Holder – Policy for granting keys

Introduction

Keys are granted to individuals in order to access the club boat house and club house outside of routine club sessions.

Ownership of keys therefore has implications for

- Security of the club premises and equipment, individuals' equipment and individuals' effects left in changing rooms.
- The safety of those individuals with keys given that paddling outside of group sessions will be enabled

Criteria for granting of keys

The NKC committee will assess all key applications (to be made on attached form) at the next committee meeting following receipt of the form. Completed forms can be given to any committee member.

In order to be granted keys the committee will assess key applications against the following criteria. The committee reserve the right to not grant keys to individuals without requirement to justify the decision.

- Over 18 years of age
- Full member of NKC for 6 months
- Be competent to paddle alone and/or meet any lone paddler policy in operation at the club
- Have gained or be competent to 1* level
- Be deemed responsible to ensure the security of the club house and boat house

Charge

The charge for the keys is set at a non-returnable one-off - £20

Lost keys should be reported to a committee member as soon as possible with any details as to whether identifiable information was with the keys at the time of loss. The committee will review any request for replacement, taking into account the above criteria. A replacement charge will be made at the above rate.

NKC key policy and application form. May 2018.

Key Holder – Application Form



Name

Address

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Email

I enclose £20 non-returnable deposit for the club house keys and sign to confirm that criteria for granting keys will be complied with.

Signature

Date

Please hand this form to any committee member for consideration at the next committee meeting

General Data Protection Regulation Act

The Nottingham Kayak Club Data Protection Policy ensures that the information you supply is treated fairly and lawfully in accordance with the **General Data Protection Regulation Act 2018**. Please refer to the *club privacy notice for more information*.

I confirm I have read, understood and accept the terms of the club privacy notice as it relates to the GDPR Act 2018.

Signed _____

Copies of the club's privacy notice can be found at the following locations:

- 1) The club website <https://sites.google.com/site/nottinghamkayakclub/>
- 2) The club house notice board and document rack
- 3) The documents section of both the Public and Private club Facebook page