

# Wrekin Mountaineering Club

## **Privacy Notice - How we use members' information**

Wrekin Mountaineering Club (WMC) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

### **What data we collect from members**

When you register as a member of the WMC or renew your membership, we will ask you for some or all of the following personal information:

- Title
- First Name
- Surname
- Address
- Email
- Home and Mobile Phone
- Emergency contact

We will also record:

- Date and amount of subscription paid
- Other payments and receipts (eg for club trips)

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### **Why we collect and use this information**

We have a legitimate interest to use your data to manage your membership of the club. We will use the postal service to send you a programme each year that you are a member and to provide you with a membership card to allow access to retail discounts.

We may send out emails relating to your club membership and we register your membership with the British Mountaineering Council (BMC) for combined liability insurance cover, magazine subscription and other benefits they offer to members of clubs.

The BMC occasionally asks the club to forward information relevant to the running of the BMC to club members, or to respond to your questions, comments, support needs, complaints, concerns or allegations.

### **Who do we share members' information with?**

When we register your membership with the BMC we pass on your personal data and the BMC becomes a controller of your personal data. The BMC will use your data to communicate with you about your membership. The BMC will contact you to invite you to create a ‘Member Profile’ which, amongst other things, allows you to set and amend your privacy settings. The BMC provides full details of how it uses your personal data in its own privacy notice (<https://www.thebmc.co.uk/privacy>) and will not use it for any other purpose.

In the event of an emergency we may need to provide your details and those of your next of kin or provided emergency contact details to the emergency services. We may also contact your emergency contact directly in the event of an emergency. Your emergency contact details will be used for no other purpose.

Should you decide to join one of the longer Club holidays or weekend trips, then your contact number will be passed to the trip organiser in order to, for example, organise travel arrangements when attending those Club activities. Members accessing these details must ensure that they use them only for WMC communications and must not sell or pass on these details to anybody else.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, and the Police for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

We will never otherwise share or sell your data without your prior permission.

### **Third party suppliers with access to members' personal data**

The WMC may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it. For example:

- the mail service is used to send out your membership card each year.
- Lloyds Bank process payment transactions securely on our behalf.
- return email addresses are used to respond to emails we receive.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

### **How we protect your personal information**

Your personal information is accessed by our club officers including the Chair, Membership Secretary and Treasurer only for the purposes set out above. It is stored on the original membership form that you fill in each year, and on a password-protect Excel spreadsheet.

Your personal data is transferred to the BMC by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

### **How long we keep your personal information**

We 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 delete your personal information where you have not renewed your membership with us for 3 years.

### **Requesting access to your personal data**

Under data protection legislation, members have the right to request access to information about them that we hold. To make a request for your personal information contact the membership secretary, Mark Hale, at [wrekinmc@gmail.com](mailto:wrekinmc@gmail.com)

You also have the right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information. However the removal of some data may not be consistent with your remaining a member of the club, and your membership may be terminated.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>