



General Data Protection Regulation

Record of Processing Activity

GDPR Requirement	Description	Detail
Purpose of processing	To arrange and manage Craven Mountaineering Club (CMC) members' and prospective club members' data	The CMC use personal information to enable them to contact members individually or in group mailings in regard to club activities and events, membership, subscriptions and British Mountaineering Council (BMC) registration.
Categories of individuals	Members of the CMC Community which include:-	
	<ul style="list-style-type: none"> - CMC approved members and prospective members - CMC membership applicants - CMC Committee Members - Other individuals who have provided their contact information and expressed an interest in becoming a member of the CMC 	
Categories of personal data		
	<ol style="list-style-type: none"> 1 First Name and Surname 2 Personal email address 3 Contact Telephone number Home and/or Mobile 4 Home Address and Postcode 5 Member's CMC profile (Optional) 6 Member's emergency contact name and number 7 Prospective member's CMC related interests 8 Prospective member's CMC related competences 	The CMC holds personal details, such as name, address, contact number and e-mail so they can contact and manage members, distribute information and updates and invitation to CMC and other related events. The CMC will keep this information in order to contact the CMC community regarding information and events and will remove individual records of past members upon request.
Special Category		
Sensitive information	Dietary requirements	The CMC may ask for any dietary or personal requirements so other members can cater for specific needs at social events or communal hut meals. The CMC only keep these as long as needed to manage each event.
Data Management		
Data controller and Processor	The Data Controller and Processor is the current CMC General Secretary. The current CMC website administrators also act as Data Managers.	Only personal data necessary for the CMC to perform its club membership support activity is collected and is processed in accordance with this aim.
Data Sharing	All data is accessible by the CMC Committee	The CMC will keep personal details safe and only share them where required for BMC Registration or under legal obligation.
	Membership application background data is only available to the current CMC committee	
	Members' personal profiles are held on the CMC website and can be amended or withdrawn by the member concerned or CMC Administrators	
How long data is held	Personal data may be held throughout the lifetime of the relationship with the CMC as prospective, current or recently past members.	Individual personal data will be removed from CMC record if requested by that individual
Security measures		
Access	Access to detailed data is limited to the Data Manager, Website Administrators and the Website hosting company. The Name, email address and mobile number is limited to CMC Full Members only.	Website, cloud and platform access passwords are known only to the Data Manager. Access to the website is limited to the Website Administrator and Website hosting company.
Location of personal data	Data for CMC management activities is held on the website. A Spreadsheet containing personal data is maintained by the General Secretary	Data is held on the website with access that is password protected. The spreadsheet held by the General Secretary is stored on a personal computer password protected
	Data from Applications and Profiles	The CMC Membership Applications and Member Profiles are also held on the website which is password protected and accessible by the Website Administrator and Website hosting company.
	Data for general member communications. Name and email address	Mailing Lists are also held on MailChimp platform with access that is password protected
Lawful basis		
	Consent is contractual if the personal data is provided by the individual via the website application form or uploaded to the website.	Agreement to the above is requested on the CMC Application Form and on the Full Membership Request Form
Registration		
Rights	<ul style="list-style-type: none"> To be informed how personal data is used, shared and how long it's held for. Inaccurate or incomplete data corrected Erasure of data when no longer needed, consent withdrawn 	Individuals have a right to know what personal information the CMC hold, access the information, have inaccurate or incomplete information corrected, withdraw consent and have information deleted when it's no longer needed.
Who is personal data obtained from	Directly from members and prospective members of the CMC.	