

CRAVEN MOUNTAINEERING CLUB

PRIVACY NOTICE

Craven Mountaineering Club 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 we need from you

When you register as a member of Craven Mountaineering Club or renew your membership, we may ask you for some or all of the following personal information:

- Contact details – name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses. Whilst date of birth is not mandatory by the BMC, it is their preferred option to avoid duplication of records.

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 need your personal information

Contractual purposes

We need to collect our members' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card and end of year renewal.
- Set up an online membership account enabling you to manage your membership and communication preferences. You will be specifically asked if you consent to share any of this information with other members. (see “Other uses if your personal information” below)
- Organise club activities and manage risk and safety if you attend a meet outdoors or at a climbing wall.
- Register your membership with the representative body, British Mountaineering Council (BMC), to provide you with insurance cover, magazine subscription and other benefits they offer to members of clubs, including access to courses and competitions.

Legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activities of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion by including on the club's website, Facebook page and on occasions on the WhatsApp groups
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information

We will ask you if we can share your email address and/or mobile telephone number with other members on the members' section of the website. This area is password protected and only accessible by other full club members. Your contact information will only be displayed if you have given consent. You have the right to amend your consent at any time by emailing the General Secretary at secretary@cravenmc.co.uk.

Who we share your personal information with

When we register your membership with the BMC, we pass on your personal data and the BMC become a controller of your personal data. The BMC provides full details of how it uses your personal data in its own privacy notice (www.thebmc.co.uk/privacy) and will not use it for any other purpose.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. We may also be required to share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The Craven Mountaineering Club 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.

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.

- TSOHOST host our website and provide our online membership database. They can view details but the member's password is encrypted.
- Lloyds Bank process payment transactions securely on our behalf.
- Committee members will use their own email programs to email you in respect of matters detailed in this policy.

How we protect your personal information

- Your personal information is accessed by our General Secretary, New members' Secretary and Communications Secretary only for the purposes set out above.
- It is stored on the personal computers of these committee members.
- Any information/data shared between these committee members is password protected.
- Data is shared between these Committee Members via a secure user role protected area of the Craven Mountaineering Club website.
- Your personal data is transferred to the BMC by inputting it directly into a password-protected database. Only the General Secretary has access to this.

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 6 years. Members who have not renewed their membership by 31 January will have their shared contact information on the members' area of the website removed by the General Secretary.

During your membership period, you have a 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.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information.

You can contact us by emailing the General Secretary at secretary@cravenmc.co.uk.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk