

Privacy Notice Culter Hillwalking Club

Culter Hillwalking 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 join as a member of Culter Hillwalking Club or annually renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all the following personal information:

- Contact details – name, address, email address and phone numbers.
- Date of birth (if aged 16 or under)
- Emergency contact details – emergency contact name, relationship and contact telephone number.

If you do not provide us with all 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’ and customers’ 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, end of year renewal.
- Organise club activities and manage risk and safety if you take part in day walks and weekends away.

Why we need your personal information – legitimate purposes

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

- Provide you with news and updates about the activity 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, education and development purposes through printed and digital channels, including social media.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

How we protect your personal information

Your personal information is accessed by our Committee Members, that is Chairman, Treasurer, Membership Secretary, Secretary, Assistant Secretary, Webmaster, Monday Walks Coordinator, and Social Manager and also every individual Sunday walks-co-ordinator, only for the purposes set out above. It is managed by the club Membership Secretary and is stored in a password protected spreadsheet. Paper copies of your Membership Application/Annual Renewal forms are archived in a secure location.

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 two years.

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.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “data subject access request”.

You can contact the Club Secretary using email address: culterhillwalkingclub@gmail.com or telephone number 01224 897273

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

James Brownhill
Secretary, Culter Hillwalking Club
15th May 2018