

Cleveland Mountaineering Club Data Protection Privacy Policy 2018

Here at the Cleveland Mountaineering Club (the CMC) we are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection who will be the controller of any of your personal information.

The use of we, our or us in this privacy notice refer to the Cleveland Mountaineering Club.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Membership Secretary has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contact us" section at the end of this privacy notice.

About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of our climbing club.

How we collect your information

We typically collect personal information about our members when you apply to become a member of the club:

- This can be directly from you, when you fill in an application for membership, when you make enquiries on our website or when you interact with us during your time as a member in various other ways (for example, renewing your membership);
- From someone else who has applied for membership on your behalf (for example a family member);

The types of information we collect

We may collect the following types of personal data about you:

- Contact details and communications information, (including email address(es), telephone numbers and postal address(es), and records of communications and interactions we have had with you);
- Images in video and/or photographic form which may be shared in the Newsletter, and / or electronically for example on our website or Facebook page.

How we use personal data

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you.	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
AS a BMC affiliated club we will provide details to the BMC to administer your membership of the BMC including your combined liability insurance cover. Refer to www.thebmc.co.uk/privacy	All contact and membership details and date of birth.	This is necessary to enable the BMC to properly manage and administer your membership contract.
To provide a list of contact details to club members	Name, postal address, email address and telephone number(s)	Where you have given your explicit consent to do so.
To send you other information we think you might find useful or which you have requested from us, including our newsletters and information about membership and events.	Contact details and marketing preferences.	Where you have given us your explicit consent to do so.
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.</p> <p>Information will be retained for the duration of your membership plus 1 year.</p>
For the purposes of promoting the club, our events and membership.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.

In some cases you will have a legal, contractual or other requirement or obligation to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you, or comply with legal obligations, and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contact us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

Your marketing preferences

From time to time, we may contact you by email, post or SMS with information about activities and services we believe you may be interested in.

We will only send marketing messages to you in accordance with the marketing preferences you set.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us, the details of which are at the end of this notice.

Sharing your information with others

Personal data collected and processed by us may be shared with the BMC as stated below:

- As a BMC-affiliated club we will provide your name and contact details to the BMC to administer your membership of the BMC including your combined liability insurance cover. 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. More information about how the BMC uses data can be found at www.thebmc.co.uk/privacy.

We will never share or sell your data without permission.

How long do we keep personal information for?

Any information we keep will be kept for as long as you are a member of our club plus 1 year.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us by using the details set out in the "Contact us" section below.

Your rights

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to object to certain automated decision-making processes using your personal information.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contact us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

Contact Us

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the Membership Secretary at membership.cmc@googlemail.com

Approved by the committee:

Signed: Andy Laing

Dated:15:6:18

President
The Cleveland Mountaineering Club

**Cleveland Mountaineering Club
Personal Data and Marketing Preferences**

Here at the Cleveland Mountaineering Club we take the privacy of our members data seriously and will only use your personal information for club administration purposes and for communication with you about your membership. Only the Membership Secretary, Secretary and Treasurer will be able to access your details. More information about how we look after your data can be found in the Cleveland Mountaineering Club Data Protection Privacy Policy.

Name	
Postal Address	
Telephone Number	
Mobile Number	
Email address	

Consent and Marketing Preferences

Use	Consent / Preference
Data to be included on Membership List to be issued to all members:	
• Name	Yes / No
• Postal address	Yes / No
• Telephone number	Yes / No
• Mobile Number	Yes / No
• Email address	Yes / No
Use of images (photographs and / or video)	Yes / No
I would like to be informed about club activities / events?	Yes / No
I would like to be informed about third party activities / events / services which are of general interest to the club?	Yes / No

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