

# Sheffield CHA Rambling Club – Privacy Policy

21<sup>st</sup> June 2018

We are committed to respecting your privacy. This notice is to explain how we may use the personal information that we collect before, during and after your membership with us.

## **What personal information do we collect about you?**

The club keeps a record of all members' (or those in the process of joining's) names and addresses. In addition, when members have given consent, we may also keep a record of email addresses and/or telephone numbers too. If you contact us, we may keep a record of that correspondence too. It is important to ensure that the personal information we hold about you is accurate and up-to-date. You should let us know if anything changes, for example if you change your address, phone number or email address.

## **For what purposes is this personal information kept?**

To allow us to maintain accurate membership records and to allow members to be contacted by the club about their membership or to answer queries, to receive club news including receiving copies of our walks programme, club newsletters, club event details, club announcements – such as programme amendments - and related news thought likely to be of interest to members. Optionally (when a member has given permission for us to do so) for the placing of contact details of walk leaders and committee members in our printed walks programme. In relation to non-member emails, to allow us to hold a dialogue where appropriate.

## **Who has access to this personal information?**

Only the following shall have access to the complete lists of personal information: the club's president, general secretary, memberships secretary, programme editor, rambles secretary and any other club committee member specifically charged with looking after the club's email communication (where this is not also done by the general secretary) may have access to the complete list. No such details will be revealed to any organisation or person outside of the club (other than leaders' contact details appearing in our walks programme, where they have given permission) excepting where the law demands that we do otherwise (such as a demand for disclosure from the police, law enforcement or security services). No club member (other than the officers listed above) will be given access to any other particular member's contact details taken from this list without the express permission of the member concerned having been given first. To comply with this it will be the policy of the club that, excepting intra-committee contact, emails sent out to more than one member will normally use blind carbon copy (bcc) addressing.

## **How will the personal information be stored?**

Members' personal information lists will be kept electronically by no one other than the officers permitted access (see 'Who has access to personal information' above) and such lists it will be kept securely in an encrypted format where the password to decrypt is known only to those same officers named previously. The primary copy will be kept by the members' secretary. Where a

paper copy is kept for backup it will be kept securely excepting when being used. Photos are stored on our website host's servers.

### **What is the lawful basis for holding this personal information?**

We need to hold such records in order to properly administer and manage your membership and run our club and in some cases we may have legal obligations to retain records.

We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims.

### **How long do we keep personal information?**

We hold personal information for the duration of your membership and for no more than 6 years after cessation of membership (in order to be able to respond to any complaints or claims). No longer needed electronic data will be deleted properly and paper information disposed of by cross-cut shredding.

### **How we collect personal information?**

Typically individuals are asked to provide the personal information mentioned above on joining and may be asked periodically to confirm the information we hold is still correct.

### **Your rights in relation to personal information.**

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;

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 "Contacting 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. 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 top 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:**

In the event of any query or complaint in connection with the information we hold about you, please email: [sheffieldcharambling@gmail.com](mailto:sheffieldcharambling@gmail.com)