



# Ceunant Mountaineering Club Privacy Notice

## 1 Privacy Notice - How we use members' information

Here at the Ceunant Mountaineering Club (CMC) we take the privacy of our members' data 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.

## 2 Why Data is Held

We have a legitimate interest to use your data to manage your membership of the club. We will use the postal service to send you a membership card to allow access to retail discounts.

We may send out emails relating to your club membership and we register your membership with the British Mountaineering Council (BMC) for combined liability insurance cover, magazine subscription and other benefits they offer to members of clubs.

The BMC occasionally asks the club to forward information relevant to the running of the BMC to club members, or to respond to your questions, comments, support needs, complaints, concerns or allegations.

## 3 What data is stored

When you register as a member of the CMC or renew your membership, we will ask you for some or all the following personal information:

- Full Name (Title, Forename and Surname) and home address
- Email address where applicable
- Membership status (Prospective (PM); Full Member (M); Life member (L))
- Contact telephone number
- Date of Birth (DoB), where provided.
- Flag to indicate if consent to share contact details with other members
- Date of joining the club as prospective member, associated date to be considered by committee as full member, date, and decision of committee
- Other Information provided by the member on the prospective application form: such as brief details of mountaineering experience, or other reasons for applying for membership and how they found out about the club.
- Date membership last renewed

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.

## 4 Maintenance of data

We would expect to use parts of this electronic information for:

- The production of the annual photo album
- The generation of labels for posting material to members such as membership cards
- Sending E-newsletters to the members

- Producing various analyses to help to run the club
- Transmission to the British Mountaineering Council (BMC) to provide Third Party insurance and to enable them to send out information, Membership Cards and Summit magazine

## 5 Sharing of data

### 5.1 British Mountaineering Council (BMC)

As a BMC-affiliated club we will provide your name, contact details and date of birth to the BMC to administer your membership of the BMC including your combined liability insurance cover. Transfer of this data is undertaken by the Club Secretary via a secure web page. 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](http://www.thebmc.co.uk/privacy).

### 5.2 Minutes of Meetings

Members' names will be included in the minutes of CMC meetings when they apply to join as prospective member, on application to transfer to Full Membership or if they are discussed for any reason. Minutes of committee meetings are held electronically by the Club Secretary as draft and then when they have been approved.

### 5.3 Dissemination of this information

In the main, information is disseminated as described below:

#### 5.3.1 Hut Secretary

The names of full members are made available to the Hut Secretary periodically to check that they are a full member of the club eligible to take two guests to the club hut Ty'n Lon.

#### 5.3.2 Members

We will invite you to share your contact details with other members of the Club so that members can contact each other to for example:

- Arrange activities directly with each other.
- Organise travel arrangements when attending Club activities.

Members contact details will only be made available to other members where the member has consented to their contact details being made available to other club members. Members accessing these details must ensure that they use them only for CMC communications and must not sell or pass on these details to anybody else.

#### 5.3.3 Newsletter

The name and 'type of membership' provided by new members is included in the newsletter. The wide circulation of the newsletter including on our Facebook group means this is effectively made public.

#### 5.3.4 Details of our committee members

A photograph, name, position, and club email address will only be posted on our website and at Ty'n Lon where that member has consented.

#### 5.3.5 Third party suppliers with access to members' personal data

The CMC 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. For example:

- Membermojo provide our membership database
- Membermojo distribute some of our email communications.

- the mail service is used to send out your membership card each year.
- Lloyds Bank process payment transactions securely on our behalf.
- return email addresses are used to respond to emails we receive.

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.

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

## 6 How we protect your personal information

When you join the Ceunant Mountaineering Club, you complete a prospective membership form. We transpose that information (along with any changes subsequently notified to us) to a computer database system. Members' personal data is held by the Club Secretary in a password protected spreadsheet. Only the Club Secretary and Treasurer has access.

Separately, we also maintain a record of the method that subscriptions are paid, e.g. Cheque, bank funds transfer or cash. This information is also held on Bank Statements, and CMC accounts. This information is kept for 5 years for audit purposes.

## 7 Removal of data

Members' data is removed from the database around 6 months after their membership lapses, on request to cancel membership, or if removal is requested or after a member has deceased.

## 8 Your rights and Requesting access to your personal data

Under data protection legislation, members have the right to request access to information about them that we hold. To make a request for your personal information contact the club secretary, [secretary@ceunant.org](mailto:secretary@ceunant.org)

You also have the 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. However, the removal of some data may not be consistent with your remaining a member of the club, and your membership may be terminated.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For more details, please address any questions, comments and requests regarding our data processing practices to our Club Secretary at [secretary@ceunant.org](mailto:secretary@ceunant.org).

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### V4 - Revisions 15/11/2020

Update to Section 5.3.5 refers to use of use of Membermojo providing our membership database