



# West Cumbria Mountaineering Club

## DATA PRIVACY POLICY

### About this Policy

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.westcumbriamountaineeringclub.co.uk> for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### Who are we?

We are West Cumbria Mountaineering Club. We can be contacted at [info.wcmc@gmail.com](mailto:info.wcmc@gmail.com).

### What information we collect and why

We collect member's name, address, telephone numbers, e-mail address(es), date of birth for the purpose of:

- Managing the membership of the Club.
- Keeping in touch with members (including by newsletter).
- 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.

### How we use and protect your personal data

We will only use your personal information for club administration purposes and for communicating with you about your membership and club events. Only the committee members will be able to access your details.

- We will not transfer your personal data without your consent.
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

## How we collect you data

We will collect you data when you email the club and when you complete the annual membership form.

## Who else has access to the information you provide us?

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

## How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data.

## Children

Where we process children's personal information, where required we will not do so without their consent or, where required, the consent of parent/guardian. We will always have in place appropriate safeguards to ensure that children's personal information is handled with due care.

## Your rights explained

It is important that you understand what rights you have in respect of the Personal Data and Special Category Personal Data that we hold about you. To let us know that you wish us to exercise any of your rights outlined above please contact our secretary at [info.wcmc@gmail.com](mailto:info.wcmc@gmail.com).

(a) The right to be informed (knowing how we will use your data). You have the right to be told how we will use your Personal Data – which is set out in This Notice.

(b) The right of access (being provided with copies of your data). You have the right to ask us to provide you with a copy of your Personal Data. We will supply any information you ask for as soon as possible but may take up to 1 month once we are satisfied as to your identity. We will not charge you for this. This is called a data subject access request.

(c) The right to rectification (changing incorrect information we hold). If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. Contact details for any requests can be found above.

(d) The right to be forgotten (erasure) (requesting deletion of your Personal Data). In some cases, you have the right to be forgotten (i.e. to have your Personal Data deleted from our database).

(e) The right to restrict processing (limiting how we use your data). In certain situations you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage.

(f) The right to data portability (moving your data in a useable format). You have the right to request the Personal Data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party - in certain situations.

(g) The right to object (when we must stop processing your data). You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal Data unless: we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms; or the processing is for the establishment, exercise or defence of legal claims.

(h) The right not to be subject to automated decision making including profiling (making a decision solely by automated means without any human involvement). The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. West Cumbria Mountaineering Club does not undertake automated decision making or profiling.

You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> however we are here to help and would encourage you to contact us to resolve your complaint first.

For further information on each of those rights, including the circumstances in which they apply, please see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

**If you have any queries, questions or comments on the information contained in this document, kindly contact [info.wcmc@gmail.com](mailto:info.wcmc@gmail.com).**