

# PRIVACY NOTICE FOR THE CASTLE MOUNTAINEERING CLUB

The Castle Mountaineering Club takes your privacy seriously. We are a “controller” and a “Processor” of the personal information that you provide to us. This privacy notice sets out how, why and for how long we will store and use your personal data, as well as who we share it with. It also explains your legal rights as a data subject and how to exercise them.

## **The information we hold about you**

We obtain and hold the following information: -

- Your full names, address and telephone number
- Your email address
- Your date of birth (where provided)

We need to collect our members information so that we can enable them to participate in club activities. This includes

- Core member services including confirmation of membership, the issue of a membership card and inclusion on the club membership list
- Provision of a user I.D. and pass word to enable access to the club’s web site.
- Organisation and notification of club activities
- Circulation of the club membership list between all members to facilitate inter member communication concerning club meets and activities as well as informal activities between groups of club members
- Obtaining affiliate membership of the British Mountaineering Council with the benefit of the Council’s third-party liability insurance, copies of its “Summit “magazine and access to its meetings and courses.

## **Who we share your personal data with**

We share your personal data with all members of the Castle Mountaineering Club by distribution of the club’s membership list between members of the club.

When registering with the British Mountaineering Council we submit the personal data of all members to it. The Council then becomes a controller/processor of your personal information. It provides full details of how it uses your personal data in its own privacy notice and will not use it for other purposes.

We provide the names of members wishing to secure discounts to the operators of local indoor climbing walls (currently Awesome Walls, the Foundry & The Climbing Works)

We may be required to share information with statutory or regulatory authorities to comply with statutory obligations or with government/public health agencies to limit the spread of disease.

### **Third Party Suppliers with access to members' personal data**

The Castle Mountaineering club uses a third party supplier –Digital Nomads Ltd-to host our web site. As such Digital Nomads may process personal data on our behalf but will be subject to contractual conditions to only process that information under our instructions, to protect it and to process it only to the extent necessary as web site hoster.

### **How we protect Your Personal Information**

Your personal data is stored electronically and manually by the membership secretary, assistant treasurer and treasurer on their personal computers and in their own homes.

We only keep your personal data for as long as necessary to provide you with membership services. We will review and delete your data if your membership is terminated or not renewed.

Your personal data is transferred to the British Mountaineering Council by inputting it directly into a password protected data base with access limited to the club's Treasurer and assistant treasurer.

You have a right to:

- Restrict the processing of your personal data
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal data
- Access the personal data that we hold about you through a “subject access request”

You can contact us by emailing the Secretary Vanda Boyd at paul.vanda@tiscali.co.uk

If you are dissatisfied you have a right to raise a complaint with the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)