



Ferranti Mountaineering Club Privacy Notice



Introduction

We, the Ferranti Mountaineering Club, 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.

What we need from you

When you register as a member of Ferranti Mountaineering Club or renew your membership or ask to be put on our mailing list, we may ask you for some or all of the following personal information:

- contact details – eg. name, address, email address and phone number
- participation details – other clubs, existing Mountaineering Scotland membership number.

Why we need your personal information – contractual purposes

We need to collect your personal information so that we can manage your relationship with us. We may use this personal information to:

- provide you with confirmation of membership, membership card, end of year renewal
- organise club activities
- provide you with information about matters of interest to the club including newsletters from organisations the club subscribes to (such as the John Muir Trust)
- register your membership with the representative body, Mountaineering Scotland, to provide you with insurance cover, magazine subscription and other benefits they offer to members of clubs, including access to courses and competitions.

Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events
- raise awareness of the club’s activities by capturing photos, videos, or live streaming at events to be used on the club’s website
- respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

We may share your personal information with other members to facilitate the organisation of meets.

When we register your membership with Mountaineering Scotland we pass on the personal data you have agreed to, and Mountaineering Scotland becomes a controller of that personal data. Mountaineering Scotland provides full details of how it uses your personal data in its own privacy notice (www.mountaineering.scot/privacy-notice) and will not use it for any other purpose.

We do not share your personal information with anyone else.

How we protect your personal information

Your personal information is accessed by our Secretary and Treasurer (and in some cases other members) only for the purposes set out above. Email addresses are accessed by the system administrator.

Your information is stored in password-protected encrypted computer files, other than email addresses which are stored in password-protected computer files. Your personal data is transferred to Mountaineering Scotland by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for three years, or have not joined the club within one year of requesting to be on our mailing list.

You have a 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
- access the personal data that we hold about you through a “subject access request”.

You can contact us at secretary@ferranti-mountaineering.org or treasurer@ferranti-mountaineering.org.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk

May 2018