



Privacy Notice for The Yorkshire Ramblers' Club

The Yorkshire Ramblers' Club takes your privacy 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 an individual whose data we hold and how to exercise them.

What we need from you

When you register as a prospective or full member of The Yorkshire Ramblers' Club or renew your membership, or you Hire one of the Club's Huts, we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address, home and mobile phone numbers.
- Date of birth – to calculate membership category.
- Payment details – bank account number, sort code e.g. for standing orders and repayment of meet and other expenses.
- Participation details – existing British Mountaineering Council membership number.

If you do not provide us with all of the personal information that we need, this may affect our ability to administer your membership.

Why we need your personal information – contractual purposes

As a member, we need to collect your personal information so that we can manage your relationship with us as a Club. We may use your personal information to:

- Allow the Club officials to provide you with core member services, including confirmation of membership in the YRC Handbook and end of year membership renewal.
- Set up an online membership account enabling you to manage your membership and communication preferences.
- Set up an online meet booking system enabling you to manage your meet bookings.
- Set up an online hut booking system enabling you and other hut hirers to manage your YRC hut bookings.
- Register your membership with our representative body, the British Mountaineering Council (BMC), to provide you with third party liability insurance cover, magazine subscription and other benefits they offer to UK-based members of BMC clubs, including access to courses and discounts.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of the Club's legitimate interests to:

- Allow Club meet leaders to organise Club activities and help manage risk and safety if you attend a meet on the hill or underground by access to members phone numbers.
- Provide you with a copy of the YRC Journal, newsletters and updates about the activities of the Club and its members, opportunities to get involved in Club meets, expeditions, general meetings, hut maintenance, training and other events by email and post.
- Raise awareness of the Club and its activities by using photos and videos taken at Club events. We may use these for promotion, education and development purposes on the Club website, Facebook page and in the YRC Journal.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Who we share your personal information with

When we register your membership with the British Mountaineering Council (BMC) we pass on your personal data and the BMC becomes a controller of your personal data. The BMC provides full details of how it uses your personal data in its own privacy notice (www.thebmc.co.uk/privacy) and will not use it for any other purpose.

We may be required to share personal information with statutory or regulatory authorities such as the Health & Safety Executive to comply with statutory obligations. We may also share personal information with the Mountain and Cave Rescue services in the case of an incident and with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The Yorkshire Ramblers' Club uses third party suppliers to provide services e.g. banking, web-hosting, printing/posting the Club Handbook and Journal. 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 to protect it.

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.

- National Westminster Bank process payment transactions securely on our behalf.
- We use a web-hosting company for the Club website and may use an emailing company to distribute some of our email communications. If their servers are based outside of the EU we will ensure that they uphold the EU Privacy Shield to certify their data security.

How we protect your personal information

Paper copies of prospective and full membership applications are held in a locked filing cabinet by the Membership Secretary. Personal data is also stored by the Club in password-protected electronic records managed by the Membership Secretary: as scanned copies of prospective and full membership application forms, a password-protected membership spreadsheet stored on-line and an online a password-protected membership database linked to the Club website. Your personal data is transferred to The British Mountaineering Council by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

Copies of the Club Handbook containing contact details for all Members who have consented for such disclosure are distributed to all full Club members, especially for those without email and internet access. Members may only use the data for club-related communication and may not pass or sell the data on to anyone else.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services as detailed above. Unless you ask us not to, we will review and delete your personal information where you have not renewed your Club membership for one year.

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 by making a simple request to the Club for this information.

You can contact us by getting in touch with the Club Membership Secretary or Secretary using the contact details on the Club website (www.yrc.org.uk) or in the Club Handbook.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk or Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.