

Privacy Policy of Marple District Rambling Club

1. The Club will collect and maintain a limited amount of data from members. Data collected will be limited only to that which is necessary to maintain the efficient working of the Club. To this end the following data will be requested from members: Name; address; telephone numbers (land line and/or mobile); email address, and personal preferences as expressed on the Data Consent Form.
2. Member data will be collected in the form of hard copy, as signed Data Consent Forms, kept securely, and transferred to a securely-protected spreadsheet held by the Membership Secretary who will be the Club's Data Controller. This information is used annually to monitor renewals and periodically to establish the circulation list for the distribution of Club printed materials.
3. Other members of the Club committee and Walks Co-ordinators will receive hard copy of member data annually on request from the Membership Secretary, for the specific purpose of communicating about Club activities. They will sign for copies received, keep them securely, and destroy any previous copies. When they leave their post on Committee or as Walks Co-ordinator they must destroy their copy of member data, or pass it on to their replacement, who must, in turn, sign for it.
4. The Club will send its Newsletter and Programme of Walks and Socials to members by post. Members' written permission will be sought to use their chosen name and/or telephone numbers in the printed and online programmes in the public domain when they are leading walks.
5. The Membership Secretary and other members of the Committee and Walks Co-ordinators will never pass member data to any organisation or person outside the Club, except to facilitate the production of membership cards, when a list of names only will be sent electronically to the printers, who will be required to delete lists of names once the cards are produced. In certain exceptional circumstances, member contact details may be passed to other members of the Club for the purpose of conducting legitimate Club activities, or in an emergency.
6. The Club's Holiday Secretaries and social organisers may request other personal data from members participating in Club holidays only as required by holiday companies or airlines, or to facilitate social activities. Such data will be destroyed once the holiday or social activity is completed.
7. Members are responsible for informing the Membership Secretary of any change in their details. They may request to see a copy of their data as held by the Club, and may ask for any such data to be removed.
8. Members consent to their personal data being maintained in accordance with this Privacy Policy by signing their consent on the Data Consent Form. Members have the right to withhold their data but this may mean that the Club will not be able to communicate with them.
9. In the event that a membership lapses on March 31st, the Membership Secretary shall keep that member's data until May 31st. If the membership is not renewed by then, that member's data will be securely deleted and destroyed.
10. When members pay for Club activities by cheque, their bank account details will not be recorded or stored, but the cheques will be kept securely and submitted for payment as soon as practical.
11. If a breach of security does occur either accidentally or unlawfully, members whose data is at risk will be informed as soon as practical.
12. Group organisers who send out information about walks, should seek permission from those in their contact group to carry on doing so, and keep a record of that permission being given.
13. Any member who is unhappy about how we have used their data, can complain directly to our Data Controller or the Club Secretary. If they are not happy with the response, or believe that their data protection or privacy rights have been infringed, they can complain to the UK Information Commissioner's office at www.ico.org.uk.
14. We reserve the right to amend this Privacy Policy at any time, and will review it at least annually. Notice of any change will be posted on our website, and in the Club newsletter, and will be deemed effective upon publication.