

STOURBRIDGE HF RAMBLING CLUB

Local Group of HF Holidays Ltd



www.shfrc.org.uk

PRIVACY POLICY

Stourbridge HF Rambling Club (hereafter 'the SHFRC') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the SHFRC you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number(s).
- Emergency contact.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our SHFRC activities and services to you.
- For administration, planning and management of our SHFRC.
- To communicate with you about our SHFRC activities.
- To monitor, develop and improve the provision of our SHFRC activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of SHFRC activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally to committee members as required to facilitate your participation in our SHFRC activities.
- If you are a committee member or lead a walk, a specified telephone number to all club members.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the SHFRC we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months after you cease to be a member. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted. The SHFRC may store photographs and programmes indefinitely in its archive/website.

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HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the SHFRC as to any changes to their personal information. You can do this by contacting the Membership Secretary at any time:

Email: shfrc.members@gmail.com

Telephone: 07925 277559

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the SHFRC holds on you, you can make this request by contacting the Membership Secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Your membership information is held on a database and webmail system and accessed by the Committee.

PEOPLE AGED UNDER 18

If you are aged under 18, please ensure you obtain your parent/guardian's consent before providing any personal information.

PHOTOGRAPHS

Members should be aware that photographs may be taken on rambles and at SHFRC social events for inclusion, without names, on the SHFRC website, social media or calendar. Photographs which show children will not be published without the consent of parent or guardian. Members may request removal of any website photograph from which they can be recognised upon request to the Website Officer.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available at www.shfrc.org.uk. This policy may change from time to time. If we make any material changes we will make members aware of this via the quarterly newsletter.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email: shfrc.members@gmail.com

Telephone: 07925 277559

Policy review date: 14 May 2018