

OVERVIEW

Key details

- Policy prepared by: Lancaster Fellwalkers
- Approved by committee on: 16th July 2018
- Next review date: July 2020.

Introduction

In order to function, Lancaster Fellwalkers (the 'club') needs to gather, store and use certain forms of information about individuals.

These can include members, suppliers, and business contacts and other people with whom the club has a relationship or regularly needs to contact.

This policy explains how this data should be collected, stored and used in order to meet Lancaster Fellwalkers data protection standards and comply with the General Data Protection Regulations (GDPR).

RESPONSIBILITIES

To whom and to what does this policy apply?

This applies to all those handling data on behalf of Lancaster Fellwalkers e.g.:

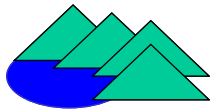
- Committee members
- Volunteers
- Members
- 3rd-party suppliers

It applies to all data that Lancaster Fellwalkers holds relating to individuals, including:

- Name
- Email addresses
- Postal addresses
- Home Telephone Number
- Mobile Telephone Number

PRINCIPLES

1. Members' names, addresses, email addresses and telephone numbers will be collected when they first join the club, and will be used to contact the member regarding club administration and activities. Other data may also subsequently be collected in relation to their membership, including their payment history for subscriptions. Where possible Lancaster Fellwalkers will anonymise this data.
2. The club will only collect and use personal data for specific, explicit and legitimate purposes and will only use the data for those specified purposes.
3. The club will ensure any data collected is relevant and not excessive.
4. The club will ensure data is accurate and up-to-date to reflect the current membership.



5. The club will ask members to check and update their data on an annual basis. Any individual will be able to update their data at any point by contacting the Club Treasurer.
6. Details of lapsed members will be retained and used only to send details of the current club programme.
7. The club will ensure that membership data held is kept secure.
8. Electronically-held data will be held within a secure environment.
9. Physically-held data (e.g. membership forms or email sign-up sheets) will be stored securely.
10. Access to data will only be given to relevant committee members where it is clearly necessary for the running of the club.
11. Under no circumstances will any member's personal data be passed to a third party.

INDIVIDUALS' RIGHTS

1. Right to be informed: whenever Lancaster Fellwalkers collects data, it will provide a clear and specific privacy statement explaining why it is being collected and how it will be used.
2. Right of access: individuals can request to see the data Lancaster Fellwalkers holds on them and confirmation of how it is being used.
3. Right to rectification: individuals can request that their data be updated where it is inaccurate or incomplete. The club will request that members, staff and contractors check and update their data on an annual basis.
4. Right to object: individuals can object to their data being used for a particular purpose.
5. Right to erasure: individuals can request for all data held on them to be deleted.

MEMBER TO MEMBER CONTACT

1. The club will only share members' data with other members with the subject's prior consent.
2. As a membership organisation Lancaster Fellwalkers encourages communication between members. To facilitate this, the Membership Secretary may provide contact details only as long as they are for the purposes of contacting the subject *and* the subject has consented to their data being passed to another member in this way.

DATA REVIEW

1. Data will be reviewed annually at the time of membership renewal in January.
2. Data to be reviewed will include electronically stored membership lists and paper copies of members' signed Data Protection consent forms.