

Stoke Lodge Ramblers

Data Protection Policy and Privacy Statement

Introduction

Stoke Lodge Ramblers complies with all relevant legislation, including the regulations concerning data protection. This document contains the information we need to provide to our members on this subject, including details of all the personal data we hold.

The Club Secretary stores all personal information on a password protected personal computer and deletes all information we hold about you once you are no longer a member. Sometimes information is shared with other committee members for the purpose of conducting club business.

We do not store details of your state of health, how many walks you've been on, how old you are, or anything 'sensitive'. We do not pass information about you outside the European Union or to anyone outside the club, and we will inform you if we pass your information on to anyone else within the club.

We ask you for information as and when we need it, as described below; we rely on you to keep us informed of any changes to the details you have provided to us. We do not gather information about you from any other source, so you already know what information we hold about you.

If you would like confirmation of the information we hold about you or if you have any questions about this document or about the way we manage data protection, please get in touch with the Data Protection Officer whose contact details are on the website.

Details

We have a legitimate interest in knowing some things about our members: we need to know who you are and how to contact you. So we will store your name, your address and your phone number. We will retain these details while you are a member. We also need to know who has paid their membership subscription, so we will also store whether you have paid your subscription for the current year and renewed for the coming year. If you do not renew your membership your details will be deleted.

The club members have a legitimate interest in knowing who is in the club and who does what, so once a year we circulate a membership list to members. This information includes names, addresses and phone numbers but not email addresses, and is not given to anyone outside the club.

The club committee also has a legitimate interest in knowing who is in the club and who does what; they need to work with up-to-date information, so they may be given updates to the membership list, as and when it changes.

If you choose to sign up for any special event (such as the Club Weekend or the Christmas Lunch), then we also have a legitimate interest in knowing the details which are required to organise this. The event organiser(s) may store your name, contact details and when, how and how much you have paid, along with any specific details for the event (such as menu choices for a meal, or how you plan to travel to the event). The event organiser(s) may ask for your email address, if you have one, to enable them to inform you about the plans for the event, and about changes to the plans. The event organiser(s) will retain all this information until all the activity associated with organising the event is complete.

We have a legitimate interest in storing some other information about some members:

- If you are allowed to spend money on behalf of the club then you can choose whether to be paid by cheque or bank transfer. If you choose bank transfer, the Treasurer will store your bank details. The club does not store bank details for any other reason. The Treasurer will not give your bank details to anyone else, and will delete your details if you change your mind or when you are no longer allowed to spend money on behalf of the club.
- If there is some other reason to pay you money from the club account, then you can choose whether to be paid by cheque or bank transfer. If you choose bank transfer, the Treasurer will input but not store your bank details. The Treasurer will not give your bank details to anyone else.
- If you are a Walks Leader, then the Walks Coordinator also needs to know your email address if you have one, to help them get in touch with you. This information will be deleted by the Walks Coordinator when you cease to be a Walks Leader.
- If you wish to receive all club documents by email you can inform the Club Secretary either by indicating this on your membership form or by contacting them directly. You can change your mind by contacting them subsequently.
- If you wish to receive occasional emails and reminders of events and deadlines, we need to store your email address on the Club email list. We will store this for as long as you are a member and wish to receive the Club emails: when this is no longer the case, we will remove your email address from the list. You can change your mind about receiving these at any time.

The club maintains a web site, on which all relevant news and details of events will be provided. All the information on the web site is available to the public, but most of it will only be of interest to the club members. Photos taken on walks will not identify who is in them without explicit permission. Committee members and anyone who might reasonably be contacted by members (such as event organisers and website contacts) will be asked to agree to have their contact details (email address and / or phone number) on the web site. These will be reviewed and updated regularly and deleted when no longer required.

The club produces a walks programme on a regular basis, makes this available to club members and publishes it on the web site. The name of each Walk Leader is given on the walks programme so people know who to contact if they have questions about that walk. Walks leaders' contact details are not made public on the website unless they specifically request this for any given walk.

On our membership form we ask how you heard about Stoke Lodge Ramblers. We do not store this information with your personal details, but the committee can use anonymised responses to ensure we are making ourselves known in the best places.

We also ask how far you usually walk, and whether you have experience of leading walks. Again, we do not store this information with your personal details, but the Club Secretary will alert the Walks Coordinator to new members and potential walks leaders so that current walks leaders will be ready to welcome them.