

# Bedford Mountaineering Club

## Data Protection Policy

1. We recognise our responsibilities under the Data Protection Act 2018 which incorporates the European Union General Data Protection Regulation (GDPR) and replaces the Data Protection Act 1998. Data protection principles, as introduced by the Data Protection Act 1984, continue effectively unchanged.
2. We electronically record the information we obtain when you fill in the membership form. Currently this is your name, address, telephone numbers, email address, interests, contact preferences. and if provided, next of kin and experience. We will legitimately use this data to organise the club and its activities.
3. The Data Controller for the club is the Membership Secretary who is responsible for the accuracy and safeguarding of the data as defined above. The data is stored on a password protected computer. Paper forms will be destroyed after scanning.  
Contact details are restricted to Executive Committee members, who only use the data for the purpose of organising Club activities.  
If you have given your consent your email address and/or telephone number may be shared with other members on a meet in order to facilitate lift sharing.  
The next of kin information is only used in case of accident or emergency.  
We acknowledge collective responsibility to maintain separation of this data from other data sources.  
Emails to members are circulated using the “Bcc” section of the header.
4. As a British Mountaineering Council (BMC) affiliated club we will provide your name, contact details and status ( adult/child under 18) to the BMC to administer your membership of the BMC including your combined liability insurance cover. The BMC will use your data to communicate with you about your membership. The BMC will contact you to invite you to create a ‘Member Profile’ which, amongst other things, allows you to set and amend your privacy settings. More information about how the BMC uses data can be found at <https://www.thebmc.co.uk/privacy>
5. We undertake not to disclose information to an other third party without written consent to do so from the person to whom that information relates; additionally we refuse all requests to send cascade marketing material to members by electronic messages.
6. If you cease to be a member your details will be retained electronically for no longer than 12 months after your membership has lapsed. We may contact you to ask if you wish to receive further information from the club. If you do not wish to remain in contact, or you do not reply, your details will be deleted from the club records.
7. We will respond within 21 days of receipt of a written request from an individual to provide the electronic information we hold concerning that person.