



Privacy notice for Scottish Christian Hillwalking Club

The Scottish Christian Hillwalking Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you join as a member of Scottish Christian Hillwalking Club, or renew your membership, we will ask you for the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Age grouping

If you do not provide us with all of the personal information that we need, we may not be able to offer you our membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage how we help you get the most from your membership.

We will use our members’ personal information to:

- Provide you with core member services, including regular newsletters and details of meets, membership card (if requested), and end of year renewal notices,
- Organise club activities and manage risk and safety if you attend a meet on the hill
- Register your membership with the representative body, Mountaineering Scotland, to provide you with insurance cover, magazine subscription and other benefits they offer to members of clubs, including access to courses and competitions.

Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Provide you with news and updates of fellow-members (eg births, marriages, moves), via the members’ newsletter.
- Raise awareness of the club’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, and development purposes. Photos taken on club events may contain two or more un-named people.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information

In the unlikely event that we want to process your personal information for other purposes, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

When we register your membership with Mountaineering Scotland we pass on your personal data, and Mountaineering Scotland become a controller of your personal data. . Mountaineering Scotland provides full details of how it uses your personal data in its own privacy notice (www.mountaineering.scot/privacy-notice) and will not use it for any other purpose.

How we protect your personal information

Your personal information is accessed by our Committee Members – only for the purposes set out above. It is stored by our club electronically as a spreadsheet.

A limited version of member information is sent by email to all SCHC members. This includes name, town, email and phone numbers. Members are asked not to share this information with anyone else and should delete old electronic copies or destroy paper copies when new member information is updated.

Your personal data is transferred to Mountaineering Scotland by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for three years.

We may retain limited, unidentifiable information (such as first name, town, year of joining, and how you heard about the club) for historic and research purposes.

How long we keep personal information of membership enquirers

We obtain name, email address and source of interest in SCHC from enquirers. We retain this information for one year electronically on a spreadsheet. This information may be shared with meet organisers if the enquirer wishes to attend a meet. It is also used for marketing purposes to identify how people find out about SCHC (eg.Facebook, Website, word of mouth)

You have a right to:

- Change your communication preferences with respect to information shared on the membership list, or restrict the processing of your personal data for specific purposes.
- Request not to be included in photos published in the Club Newsletter or other promotional material.
Request not to be identified in the Members' Newsletter, eg. as author of a report or article.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".

A copy of this Privacy Notice can be found on our Club website: www.christianhillwalking.co.uk

If you have any questions, or wish to make any preferences known, you can contact us by email - schc.info@yahoo.co.uk, or write to: SCHC Chairman, 11 Albert Street, Monifieth, Dundee, DD5 4JS

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

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