



# Privacy notice for Forfar & District Hillwalking Club

Forfar & District 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.

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## What we need from you

When you register as a member of **Forfar & District Hillwalking Club** or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:]

- Contact details – eg. name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses..
- Participation details – other clubs, existing Mountaineering Scotland membership number.
- Equality information – sex, gender, disability, ethnic group and religion.
- Safety and emergency details – eg. next of kin, relevant health conditions.

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

## Why we need your personal information

### Contractual purposes

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Set up an online membership account enabling you to manage your membership and communication preferences.
- Organise club activities and manage risk and safety if you attend a meet on the hill or at a climbing wall.
- 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.

### 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.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

### Legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, 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](http://www.mountaineering.scot/privacy-notice)) and will not use it for any other purpose.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children, We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **How we protect your personal information**

Your personal information is accessed by our elected Committee members only for the purposes set out above. It is stored by our club on a password protected database and any paper records are kept in a locked filing cabinet in a secure location. 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 .

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes, via email or letter to the club secretary or treasurer
- 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”.
- Request that we delete your personal information.

You can contact us using the details of the current office bearers which can be accessed via our website [www.fdhwc.org.uk](http://www.fdhwc.org.uk)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)