

# Southampton University Mountaineering Club

## Data Protection Policy

Southampton University Mountaineering Club (SUMC) is committed to complying with data protection law and to respecting the privacy rights of individuals. For any personal data you provide for the purposes of your membership, SUMC is the Data Controller and is responsible for storing and otherwise processing that data, in a fair, lawful, secure, and transparent way.

Any changes we may make to this Policy in the future will be posted on our website, and when appropriate, you will be notified by email within 2 weeks of the changes.

### What personal data we hold about you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, email, or otherwise. This includes information you provide when you register with the Club and sign up for an online account. The information you give us may include your name, date of birth, address, email address, phone number and emergency next of kin contact details including their address, phone number, relationship to you, and phone number. You may also provide health information relevant to participation in club activities.

### How we use your personal data

The reason we need your data is to be able to administer your membership and provide the membership services you are signing up for when you register with the club. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

#### For membership and club management

- Processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals;
- invitation to social or competitive events;
- club newsletter(s) promoting club activities.

#### For the purposes of promoting the sport, our events, and membership to our club

- Club promotional media (images in video and/or photographic form only where your explicit consent by you has been given for their use);
- publishing of competition results;
- publishing of annual Club journals.

#### For organising and ensuring safety on Club trips

- providing suitable necessities for the duration of a trip;
- ensuring access to emergency contacts in case of accident or concern;
- generating member lists or headcounts for transport, accommodation, insurance etc.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer at a taster event). This data information will only be stored for 1 month after an event, and then destroyed securely. Our lawful basis for processing data is consent, therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The Club has a social media presence on both Facebook and Instagram. All members, and non-members, are free to follow and join these pages. If you choose to follow our social media presences it is important to note that the provider of the social media platform(s) will have their own privacy policy and that the Club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information on the Club social media pages.

### **Who we share your personal data with**

As a BMC-affiliated club we will provide your name, contact details, and date of birth 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, will allow you to set and amend your privacy settings. More information about how the BMC uses your data can be found at [www.thebmc.co.uk/privacy](http://www.thebmc.co.uk/privacy).

On occasion name-only membership lists will be shared with participating third parties for the purposes of providing discounted Club nights at climbing walls and equipment discounts. This list includes:

- V12 Outdoor
- Boulder Shack Climbing Gym
- Red Spider Climbing
- Reading Climbing Centre
- Cold Mountain Kit

At any point if this list is updated you will be notified and you will be asked for further consent before sharing with any other third parties.

We do not disclose personal information to anyone else except as set out above.

### **Where we store your data**

All your data will remain on servers within the European Economic Area (EEA).

### **Data retention period**

We will hold your data for as long as you are a member with us. Data shared with the BMC is updated every year upon renewal of your membership. Any personal data that is held, along with your account on this website, will be securely destroyed after 1 year of inactivity on that members account. Your data is not processed for any further purposes than those detailed in this policy.

At any time you can request immediate erasure of your personal data by contacting the appointed Data Protection Officer at [web@su-mc.org](mailto:web@su-mc.org).

### **Your rights regarding your personal data**

As a data subject you have the right at any time to request access to, amendment, or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including sharing with third parties and direct marketing; and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

## **Contact**

For any questions, queries, or comments contact [web@su-mc.org](mailto:web@su-mc.org).

Last updated: 06/08/2018