

LYTHAM ST ANNES RAMBLING CLUB

PRIVACY POLICY

Lytham St Annes Rambling Club is committed to keeping its members personal details private. This policy statement sets out details of what information we collect, how we use that information, where it is stored and what measures we take to keep it private.

What information we collect

In order that the club can organise a programme of events for members, we need to collect the following information:

NAME

POSTAL ADDRESS

CONTACT TELEPHONE NUMBERS

PREFERRED PICKUP POINT

EMERGENCY CONTACT DETAILS

EMAIL ADDRESS

How we use that information (Legitimate Interests)

NAME, ADDRESS, TELEPHONE NUMBERS: This information is used to provide you with news and information about the Club's activities, by post or by telephone as required. It is also a requirement of our Public Liability Insurance that we keep your details on file in the event of a claim.

PREFERRED PICKUP POINT: This is used to compile a list for the coach company and our organisers to ensure that you are picked up at your preferred stop when you book on to a ramble.

EMERGENCY CONTACT DETAILS: These details are used by the Club should we need to contact someone on your behalf in case of accident or emergency. A list is carried on the coach by the membership secretary or deputy.

EMAIL ADDRESS: This is our preferred method of communication with our members. This is used to provide you with news and information about the Club's activities. All Emails are sent under 'blind copy' so that members will only see their own Email address.

CONTACT DETAILS NOTE: The coach company, following best practice guidelines, are required to keep a passenger manifest. We therefore provide them with a copy of this information, together with the passenger list for that day. This is such that in the event of a catastrophic emergency, the coach company can provide the emergency services with a list of people who were on the coach and details of friends and family who can be contacted and kept informed.

Where your information is stored

All the information collected is entered into a database held by the membership secretary. The file is held on a personal computer and a reference copy is made available for committee members.

A 'hard copy' is carried by the membership secretary on each coach journey.
An electronic copy is held by the Coach Company offices.

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How we keep it private

The working file is only updated by the Membership Secretary.

Reference copies are made available to committee members on an as required basis.

Paper copies are shredded when no longer required.

Your details will never be passed to any 3rd party. ** see below for the only exception

** A copy is held by the Coach Company for emergency use only. (see 'How we use the information' above) The Coach Company is notified, in writing, that they are expressly forbidden to use the information for any other purposes.

The computer file and the file stored on the sharing platform (Dropbox) used by the committee is protected by proprietary software to guard against viruses, malware and unauthorised access using domestic data security principles. In addition, the cloud storage used encrypts the data so that it can only be viewed by authorised users.

Statement of intent

The Committee understand the requirement of keeping your details private and will carry out their respective duties with this aim in mind.

At any time, members can ask to see a copy of the information we hold.

Periodic checks will be carried out to see that the information is correct and up to date.

The information held will be deleted once a member resigns from the club or has not renewed their subscription for two years.

This policy has been developed in order to satisfy the requirements of the General Data Protection Regulations 2018.