**Privacy Notice for Glasgow HF Outdoor Club**

**As amended at the committee meeting by zoom on 12 December 2022**

**We take your privacy seriously and this privacy notice sets out how we will use your data, who we will share it with, how we keep it secure and your rights as a data subject.**

**What we need from you**

When you register as a member of Glasgow HF Outdoor Club or renew your membership (including if you are registering or renewing a joint membership including a young person aged 12-17), we will ask you for the following personal information:

* Contact details – name, address, email address and phone number
* Date of birth – to calculate membership category and eligibility for events and courses
* Participation details – other clubs, an existing Mountaineering Scotland individual membership.
* Safety and emergency details – e.g. 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’ personal information so that we can manage your membership. We will use our members’ personal information to:

* Provide you with core member services, confirmation of membership, membership card and end of year renewal communications
* Set up your online membership account enabling you to manage your membership and communication preferences
* Register your membership with the representative body, Mountaineering Scotland, to provide you with liability insurance cover, magazine subscription and other benefits they offer to members of affiliated clubs, including access to courses and competitions
* Organise activities and manage risk and safety if you attend a meet on the hill, a skills course or other training events

**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, opportunity to get involved in club activities and meets, training, general meetings or other events
* Raise awareness of the club by capturing photos, videos and live-streaming at events We will use this for promotion, education and development purposes
* Respond to and investigate your questions, comments, support needs, or your complaints, concerns or allegations according to our complaints procedure

**Legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

**Equality monitoring**

We cooperate with Mountaineering Scotland in anonymised surveys of our members for equality monitoring purposes, to enable it to evaluate and promote equality of opportunity within its affiliated clubs.

**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 information and Mountaineering Scotland become the controller of your personal data. Mountaineering Scotland provides full details of how it uses your personal data in its own privacy notice and will not use it for any other purpose <https://www.mountaineering.scot/about-us/business-matters/privacy-notice>.

We may be required to share personal information with statutory or regulatory bodies 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 this personal information with professional and legal advisors for the purpose of obtaining advice and with the police and Mountain Rescue in the event of a accident where they need to become involved.

**Third party suppliers with access to members’ personal data**

The Glasgow HF Outdoor Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

* Meetup.com distribute some of our email communications. Their servers are based in the USA and their data security is governed by US law.
* “Jotform” electronically generates our membership forms and store members’ details
* Event organisers receive details of participants.

**How we protect your personal information**

Your personal information is accessed only by executive officers of the club committee for the purposes set out above. It is stored by our club in electronic records in a password-protected account. 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 1 year.

**You have the right to:**

* Change your communication preferences or restrict the processing of your personal data for specific purposes
* Request that we correct your personal data if you believe it to be inaccurate or incomplete
* Request that we delete your personal information
* Access the personal data that we hold about you through a “subject access request”

You can contact us via our Membership Secretary (contact details are on the club’s website)

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