

# **BURTON UPON TRENT RAMBLING CLUB**

**General Data Protection Regulations — May 2018**

## **DATA PRIVACY NOTICE**



### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

The Burton upon Trent Rambling Club is the data controller (contact details below). This organisation decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The Burton upon Trent Rambling Club complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service providing walks, social activities and other events for the benefit of our members and the public as specified in our constitution;
- To administer membership records;
- To maintain our own accounts and records;
- To manage our members and volunteers;
- To manage our walks and other events programmes;
- To promote the interests of the Burton upon Trent Rambling Club;
- To operate the Burton upon Trent Rambling Club web site;
- To inform you of events, activities and news.

We do not store or process any data for children under the age of 18 years.

### **4. What is the legal basis for processing your personal data?**

- There is a Legitimate Interest in storing and processing your information to enable the Burton Rambling Club to perform its core tasks of producing a walks programme for its members and maintaining accounts and records.
- Explicit consent of the data subject so that we can keep you informed about events, activities and news.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of Burton upon Trent Rambling Club in order to carry out a service to other Rambling Club members or for purposes connected with the Rambling Club.

We will only share your data with third parties outside of the club with your consent.

We will never sell your personal data.

## **6. How long do we keep your personal data?**

Your personal data will be deleted when you are no longer a member of the Burton upon Trent Rambling Club or no longer wish to have an association with it.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Burton upon Trent Rambling Club holds about you;
- The right to request that the Burton upon Trent Rambling Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Burton upon Trent Rambling Club to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Hon. General Secretary of the Burton upon Trent Rambling Club (Details on the back of the Programme Card), or telephone 07724 352 529 or email [secretary@burtonramblers.org.uk](mailto:secretary@burtonramblers.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.