

## **GENERAL DATA PROTECTION REGULATION (GDPR) 2018 PERSONAL DATA PRIVACY NOTICE**

To comply with the General Data Protection Regulation (2018), any organisation that gathers personal data from its members must produce a privacy notice relating to the data being held. The York HF Rambling Club takes the gathering, storage, use, security and privacy of all personal contact data given by its members as a matter of serious concern. Various rules of the Club reflect that concern and detail procedures to ensure 'good practice' of the management of the data held. The following statements relate to the personal contact data being held by the Club and detail the manner of use, storage and control to ensure privacy.

The data being held by the York HF Rambling Club consists of the personal contact data of its membership, i.e. name, postal address, telephone number and email address. No other personal details (e.g. age, ethnic, religious, bank or medical) are held by the Club. The personal contact data held are the minimum required to ensure management of the Club's various activities.

- The personal contact data being held will be used in accordance with each member's Consent Forms, to promote and manage the Club's rambling, social and welfare activities.
- Members may amend or withdraw their consent for the Club to use their personal data by notifying the General Secretary of the Club.
- The personal contact data will be held, updated, amended and controlled by the Membership Secretary with reference to the Club's official membership list.
- The sharing of the membership list is restricted by the Club's Committee to include the following Officers, President, Vice-President, General Secretary, Membership Secretary, Rambles Secretary, IT Officer and Rambles Booking Secretary. The Club's Committee may amend this restriction at its discretion.
- The personal contact data being held will not be shared, copied or disclosed to any other organisation or 'third party'.
- The personal contact data of a member will not be disclosed to another Club member without specific consent.
- To ensure privacy of email addresses, email correspondence will be done by 'blind copy'.
- The membership of the Club is conducted on an annual basis, but the member's Consent Form is continuously valid and does not need to be renewed. When a membership ceases, the relevant personal contact data of the retiring member is deleted from the Club's records.
- A member's personal contact data may be shared with other members of the Club whilst preparing for and conducting rambles, but only if such sharing is indicated on that member's Consent Form. Such sharing is to be actioned and monitored at the discretion of the Rambles Secretary and strictly on a 'need to know' basis.
- All new members are obliged to complete a personal contact data Consent Form and have a personal copy of this Privacy Notice for their retention.
- Members changing their personal contact data must inform the Club's General Secretary or the Membership Secretary.
- Should any member consider that their personal contact data is or has been misused; the General Secretary of the Club is to be informed so that the Committee can consider the member's issues and any appropriate action to be taken.
- This Privacy Notice to be lodged within the Club's records and included on the Club's web-site.