



Privacy notice for Harrogate Fell and Dale Club

The Harrogate Fell and Dale Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of Harrogate Fell and Dale Club or renew your membership, we will ask you for the following personal information:

- Contact details – eg. name, address, email address and phone number.

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’ and customers’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Organise club activities.

Why we need your personal information – 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, opportunities to get involved in club events, training, general meetings or other events.
- Raise awareness of the club’s activities by capturing photos at events. We will use this for promotion purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

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

We may share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The Harrogate Fell and Dale 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.

- Mailchimp distribute some of our email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.

How we protect your personal information

Your personal information is accessed by our Chairman, Secretary, Treasurer, Publicity and Programme Compilers only for the purposes set out above. It is stored by our club in a locked storage box and 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 5 years.

You have a 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 is 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 the club treasurer whose contact details are available in the printed programme and club website

<http://www.fellanddale.org.uk>

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