

Privacy notice for Paisley Hillwalking Club



Paisley Hillwalking 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 Paisley Hillwalking Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Date of birth – to calculate membership category.
- 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’ 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.
- Set up an online membership account to facilitate membership communications.
- Organise Club activities and manage risk and safety such as when you attend a meet on the hill.
- Register your membership with the representative body, Mountaineering Scotland, to provide you with insurance cover, magazine subscription and other benefits they offer to members of clubs, including access to courses and competitions.

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 meets, training, general meetings or other events.
- Raise awareness of the Club’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- Obtain your views in surveys for research purposes.

Why we need your personal information – 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 Protection of Vulnerable Groups (Scotland) Act 2007
- The Equality Act 2010

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 data and Mountaineering Scotland becomes a controller of your personal data. Mountaineering Scotland provides full details of how it uses your personal data in its own privacy notice (www.mountaineering.scot/privacy-notice) and will not use it for any other purpose.

We may be required to share personal information with statutory or regulatory authorities 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 personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The Paisley Hillwalking 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.

The Club is affiliated to external organisations such as John Muir Trust, Scotways, Mountain Bothies Association. Only personal details of office bearers are passed to this type of organisation.

In the event that we share personal information with other 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.

From time-to-time the Paisley Hillwalking Club will conduct research to consult members and ask opinions. This could be conducted by the Club or by a carefully selected third party company. When using a third party company, member's data will only be used for this purpose and once the research project is completed all data will be deleted.

- Bank of Scotland processes payment transactions securely on our behalf.
- Facebook, other social media and communication channels may be used to publicise the Club's activities by using images.
- TeamApp distributes some of our communications. They are based in Australia and full details of how it uses your personal data are outlined in its own privacy notice www.teamapp.com/privacy.

How we protect your personal information

Your personal information is accessed by our Management and General Committee only for the purposes set out above. Paper information is stored in the home of the Membership Secretary. Electronic information is shared by the Committee in password protected documents. Your personal data is transferred to Mountaineering Scotland by inputting it directly into a password-protected database.

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 up to 4 years. Non-member personal information will be retained for up to 1 year.

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 by emailing phcinfo@paisleyhillwalkingclub.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