



GDPR - Background and policy

Background

GDPR is an important change in government legislation regarding data protection and stands for The General Data Protection Regulation. It effectively provides an update to the Data Protection Act, bringing in new requirements and increasing the penalties for breaches. Any organisation that is required by law to comply with GDPR must do so by the 25th May 2018 at the latest. This law doesn't only cover businesses, but sports clubs, charities etc - basically any organisation that handles personal data.

GDPR will impose strict controls on how all organisations collect and process personal data within the EU and/or personal data of EU citizens. The UK is expected to enforce the full range of GDPR requirements.

The regulation outlines six key principles for organisations that process individuals' personal information. These are that data shall be:

1. processed lawfully, fairly and transparently
2. collected for specified, explicit and legitimate purposes
3. adequate, relevant and limited to what is necessary for processing
4. accurate and kept up to date
5. retained only for as long as necessary
6. processed in an appropriate manner to maintain security

Right to be forgotten

If you leave Mountain Aid's membership and wish to have your details removed, then you can do so by sending an email to webm.mountainaid@gmail.com.

How you can access and update your information

The accuracy of your information is important to us. If you change email address please let us know by sending an email to webm.mountainaid@gmail.com. If a mailshot returns an 'address not recognised' or 'invalid' we will automatically delete the email address from our database.

You have the right to ask for a copy of the personal information Mountain Aid hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

Non-sensitive details e.g. email are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure.



Paper course booking forms - these are shredded once the course is complete

Electronic course booking tracking - All data from paper, except home address, is transferred to the electronic course booking spreadsheet. This data is passed to the instructor in a password protected format. The spreadsheet is retained until May the following year, so Mountain Aid can compile course participation statistics for our annual Charity report to OSCR.

Email data base - This is held securely within Weebly website hosting servers. It is routinely cleansed of all unsubscribed and invalid email addresses

Use of 'cookies'

Like many other websites, Mountain Aid's website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you link to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, we will not process your data, unless it is provided by a parent or guardian.

Review of this Background and Policy

We keep this Background and Policy under regular review. This Background and Policy was last updated May 2018.

POLICY

What is this Policy?

This Policy sets out what we do with Personal Data and what you can expect from us as part of our obligations when processing this Personal Data.

What data are we gathering?

We may hold Personal Data (including Sensitive Personal Data) about course participants, email members, and volunteers. We believe it is important to be open and transparent about how we will use your Personal Data. Information we may hold includes the following:

- name and contact details;
- age bracket;
- details of any health conditions;

Why do we collect this information?

We use this information to communicate with you and to carry out our obligations as the committee of Mountain Aid. We also have a responsibility to keep information about you, both during your membership and afterwards. In addition we may collect data for registration to courses and in some cases this data will be Sensitive Personal Data, which we ask for to allow us to provide appropriate care for course participants members whilst under our instruction. The list of activities we carry out that may require the use of Personal Data include:

- To enable us to provide a voluntary service for the benefit of the public;
- To manage our volunteers
- To manage our membership records
- To update you on events and
- To conduct surveys on our performance
- For financial accounting
- To fundraise for Mountain Aid

How do we gather data?

We gather data through a variety of methods, these include:

- contact form on our website or by email;
- Joiners forms
- Event registration forms.

When will we delete this data?

We may keep information for different periods of time for different purposes as required by law or best practice.



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Who has access to this data and who do we share it with?

Only those members who need membership information to carry out their role have access to that information.

We will share course participant data with the instructor. We do not store credit card details, nor do we share data with third parties.

Where will the data be stored?

This data is securely stored as paper records in a locked cupboard, and electronically in the Google Drive application. We take data security seriously.

What are your rights to your Personal Data

As a Data Subject you have rights over your own data that you can exercise at any time, these are:

- Data is accurate – we must keep your data accurate
- Data is erased – we must erase data if not needed or requested by you, that is not excessive and is possible
- Data is portable – we must provide a copy of your data back to you
- Data processing is limited – we must cease a processing activity if you object to it
- Consent withdrawal – we must allow you to withdraw consent at anytime

In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please contact webm.mountainaid@gmail.com