



## **The Hereford Mountain Club Privacy Policy**

### **Introduction**

The Hereford Mountain Club (“HMC”) wants to make sure that all the personal information we have collected about you is safe and secure. This policy sets out our commitments to you, in compliance with the General Data Protection Regulation (commonly known as GDPR) and explains how we collect, store and use your personal information.

If you have any questions about this policy or what we do with your personal information, please contact the HMC secretary at [thehmc@hotmail.co.uk](mailto:thehmc@hotmail.co.uk)

### **What Data do we collect about you?**

Collecting specific, relevant personal information is a necessary part of us being able to administer your membership of the HMC, provide membership services and manage our relationship with you.

When you sign up for membership with us you provide us with the following personal information: personal contact details, including telephone numbers, home address and email address.

### **How we Use Your data**

Your personal contact details, including name, telephone numbers, home address and email address are used by us to administer your membership of HMC and to manage our relationship with you, including dealing with payments and any support, service or enquiries made by you. The lawful basis under which we use your data in this way is: this is necessary to enable us to properly manage and administer your membership contract with us.

Your contact details, including name, telephone numbers and email address are also used by us to communicate and provide services to you. The lawful basis under which we use your data in this way is: this is necessary to enable us to properly administer and perform any contract for the provision of services to you.

### **How we Collect Your Data**

We typically collect your personal information from forms that you have completed and provided to us, either via our website or via email.

### **Cookies**

We may collect information about your computer, including (where available) your IP address, operating system and browser type. This data is used to help improve your experience of our online communications.

You may refuse to accept cookies by changing the settings on your browser. However, if you select this setting you may be unable to access certain parts of the website. Unless you have adjusted your browser so that it will refuse cookies, our system will issue cookies when you visit our website. More information about the HMC cookie policy can be found at:

<https://www.herefordmountainclub.org.uk/cookie-policy/>

## **Disclosure of your Personal Data**

As a British Mountaineering Council ("BMC") affiliated club, we will provide your name and contact details to the BMC for the purpose of administering your membership of the BMC, including the HMC's combined liability insurance cover. More information about how the BMC uses your data can be found at [www.thebmc.co.uk/privacy](http://www.thebmc.co.uk/privacy).

We do not share your personal data with anyone else except as set out above.

## **Where we Store Your data**

The HMC takes all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where possible data will remain on servers within the European Economic Area (EEA), however, we may store your data on servers outside of the EEA where there is no suitable alternative.

## **How long do we store your data for**

Personal data that is processed by HMC for any purpose or purposes will not be retained for longer than is necessary for that purpose or those purposes.

Personal contact details, including your name, address, telephone numbers and email address will be retained for the duration of your membership of the HMC. Some personal financial data may be retained for up to 7 years as required by financial regulations.

## **Your rights**

Under data protection law, you have rights which include:

### **Your right of access**

You have the right to ask for copies of your personal information.

### **Your right to rectification**

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

### **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

### **Your right to erasure**

You have the right to ask us to erase your personal information in certain circumstances.

**Your right to data portability**

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent**

You have the right to withdraw your consent for us to process your personal data.

You are not required to pay any charge for exercising your rights.

If you wish to exercise any of your rights, have any questions about your rights or are unhappy with the way your personal information is being used, please contact the HMC secretary at [thehmc@hotmail.co.uk](mailto:thehmc@hotmail.co.uk).

You can also complain to the Uk Information Commissioner's Office or your local data protector regulator but we would encourage you to contact us first to resolve your complaint. More information on your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>

**Contact**

If you have any questions about data protection and the HMC, please get in touch with HMC secretary at [thehmc@hotmail.co.uk](mailto:thehmc@hotmail.co.uk).